

CHURCH OF THE RESURRECTION
15220 Main Street
Bellevue, Washington 98007

COVID-19 BUILDING PROTOCOL FOR PHASE 3
for
Indoor Worship and Gatherings

As of September 30, 2020

The Church of the Resurrection vestry has studied and covered all aspects for our church building to be safe for all who enter when the consent from Bishop Rickel is received and the timing is right to begin having indoor worship services.

Our church campus and offices are currently closed to the public until further notice. Our digital reader board along Main Street tells the public that the church buildings may be closed, but prayers and readings are available online. This signage extends supportive uplifting greetings to those who drive by our campus.

Our Covid-19 taskforce is our vestry. Our church administrator is the only staff person on campus keeping her regular weekly hours. All other staff are working remotely. Our one co-warden accesses the buildings periodically in support of the administrator. They follow COVID-19 protocol including wearing a mask and disinfecting office surfaces regularly.

Occasionally a maximum of five people are allowed to perform required church business. They follow covid-19 protocol. We have been in communication with all organizations who use our facility clearly establishing protocol when our campus can be open and under what conditions.

We will clearly communicate to each individual who visits our campus that they are responsible for their own health care requirements to stay healthy and they must be respectful and mindful of others. Signage will be clearly posted so that anyone on our campus will know exactly what is expected. This signage will be in appropriate languages of our main users.

Worship services are being offered remotely via Zoom on Sunday mornings at 10:00 am. Our three supply clergy continue to lead our worship. They also have joined three ministry leaders to telephone parishioners to offer support and learn if any assistance is needed. A weekly "Happenings" email is sent to parishioners and copies are mailed to those who do not have internet access.

Our vestry has been meeting weekly via Zoom making decisions about our church and the current pandemic. Regular monthly business meetings are also held via Zoom. At this time all other ministries are either not meeting or are connecting with one another via email or phone.

Gathering for Worship Protocol:

We have established that all who enter the church building must adhere to the following mandates.

1. Any person experiencing COVID-19 symptoms must remain at home and not come to the church campus.
2. For the safety of the entire community, everyone must wear a mask covering their mouth and nose the entire time on our property. (No Mask, No Entry) Extra masks will be available.
 - a. Masks are required for children ages 5 and older, recommended for 2- to 4-year-olds, and not recommended for children under 2 years old. The church will have a space for families with children below 5 years old, that has the appropriate distancing from others and which is then announced to the congregation as the place for families with children below 5 years that are not wearing a mask to be seated. (Adults accompanying the children will need to wear a mask).
3. Everyone must allow their temperature to be taken. Any individual with a temperature of 100.4°F or above will not be permitted to enter.
4. Everyone will enter for worship through the front church door only.
5. Everyone will adhere to the 6' social distancing mandate at all times.
6. Everyone must sign and date a consent form upon entering. See attachment on page 9.
7. Everyone must complete this consent form where they agree to adhere to our protocol requirements, including wearing a mask at all times while in the building.
8. Consent forms will serve as a record of attendance. They will be kept on file in the church office for one month and then shredded.
9. Sanitizer will be available for handwashing before and after signing the consent form.
10. Pens will be properly cleaned.
11. At each event, a supervisor will be responsible for delivering signed consent forms to the church office.
12. There may be no direct physical contact between anyone. No handshakes or hugging.
13. Members of the same household may sit with one another.
14. At the end of the service all attendees, except for volunteers staying for cleaning purposes, will immediately exit the church building through the east or west side doors in an orderly fashion. There will be no loitering. Attendees shall continue to wear masks and socially distance as they depart and while in the parking lot.
15. A supervisor from each organization/congregation will be designated to monitor the COVID-19 plan. They will have to sign a supervisor form. Refer to page 10.

Communication:

1. COVID-19 safety information and requirements, such as CDC, DOH, OSHA posters and church drafted protocols, will be visibly posted at entry, exit doors (inside and outside), bathrooms (inside and outside), and bulletin boards.
2. All employees, members and guests will be informed that they must self-screen for signs and symptoms of COVID-19 before arriving at the church campus.
3. We will request employees, members, and visitors to take their temperature before attending a service or working on the church campus.
4. Any individual with a household member who has been diagnosed with COVID-19 or with symptoms of COVID-19 (including a fever of 100.4°F or above) may not attend the service or be on the church campus until it is deemed safe by health officials to return.
5. The vestry will communicate to all parishioners via email, phone calls and mail adequate information regarding how we can re-gather for worship including date when the church will have its first re-gathering worship.

6. The vestry will communicate regathering information and protocol to other churches and organizations that use our buildings.
7. The vestry will determine the electric street sign wording and timing regarding re-gathering.
8. The bulletin boards will be posted in all three languages (English, Spanish and Chinese) with re-gathering protocol information.
9. Ministry leaders and volunteers will be trained on COVID regulations and be prepared to approach attendees who neglect to follow any of the guidelines. We will empathize with the person the reasoning for wearing masks and/or adhering to sanitization procedures if questioned and any other requirements. We will relate that Bishop Rickel has endorsed these guidelines for our congregation.
10. We will communicate that there will be no childcare or education classes until further notice.

Training Staff & Volunteers/Ministry Leaders:

The COTR vestry taskforce shall oversee that all building users and volunteers are properly trained.

1. There will be training on the use of the thermometer, check in and cleaning procedures.
2. The training for Ushers, Greeters and Volunteers will likely occur just prior to the first service.
3. Each congregation/organization using the facilities will have a COVID-19 Taskforce, who would be trained with the Protocols and Safety Measures – in order to implement the COVID plan while using building for services.
4. We will deny entry if we receive opposition on wearing masks or refusing the check-in procedure.
5. We will ask the clergy/pastor to remind worshipers to keep wearing their mask throughout the service. The mask must cover a person's nose and mouth at all times.
6. During the service, if someone is seen removing or pulling down their mask, they will be asked to put it back on.
 - A. If the person is not in agreement, the Clergy will direct the mask to be replaced.
 - B. If he/she does not comply, the Clergy will announce that the service is being dismissed and everyone will have to exit the building out of concern for the safety of the community.
7. If anyone who has gathered becomes infected and/or has symptoms:
 - A. They need to contact the church office or their COVID taskforce.
 - B. The church office and COVID Taskforce for the respective congregations will be notified.
 - C. Each congregation will reach out to the people who have attended the service and put future services on hold.
 - D. The symptomatic person will take the responsibility to self-quarantine for 14 days.
 - E. Church office and respective COVID Taskforce personnel shall keep in touch with the symptomatic person via phone/email about the test results. If the result is negative, then inform everyone about resuming church services accordingly. If the result is positive, the incident will be reported to the King County Department of Health in order to take necessary post-exposure steps.

Preparing Church Area:

1. As feasible, we will provide for increased ventilation rates and the use of filters with a higher MERV rating.
2. Kitchen will be closed and may not be used until further notice.
3. The black social area vinyl chairs will be stacked in the kitchen.
4. The small round tables will be stacked in the kitchen.
5. The large round table will be stored away.
6. The coat rack, all hangers and items on the upper shelf will be stored.
7. The Outreach collection baskets will be stored in our large closet.

8. The Usher Table and Cross Table will be free of normal items.
9. Other extra tables or items will be stored away.
10. All books from the book boxes between the sanctuary chairs will be stored.
11. Book boxes will be cleaned and turned upside down.
12. The upholstered sanctuary chairs will be properly cleaned.
13. Sanitizing stations will be set up at both the entrance and exiting doors of the church.
14. Close off center aisle and place directional signs how to enter the seated area.
15. Adequately hang informational and directional signs. We want to have big visible signs saying Wearing Mask is Mandatory at ALL TIMES in the church premises. Mandate from the Governor, Bishop and your Church Vestry.
16. Proper markings on the floors indicating a six feet radius will be used to help guide attendees when entering our facility. As per state mandate we need to have this followed. We will also put markings on the sidewalk/entry floor to show six feet apart for the formation of a line.

Worship Area Arrangement:

1. Worship area capacity limit will be determined based on a percentage of total occupancy, the COVID guidelines and maintaining social distancing spacing. Our church sanctuary capacity is 300. A 25% limit is a 75 total which is inclusive of all Attendees, Ushers, Volunteers, Clergy, Musicians, etc. including all in attendance before, during and after the service.
2. The rows of sanctuary chairs will be stationed 6' apart.
3. Members of the same household will be allowed to sit together and be positioned 6' from other worshippers.
4. The 6' space between attendees occupying chairs must be maintained. (This is equal to 3 empty chairs between each set of attendees.)
5. Proper markings on the floors indicating a six feet radius will be used to help guide attendees when entering our facility.
6. Ushers will guide folks where to sit using the side aisles and maintaining social distance.

Restrooms:

1. We will post adequate instructions on the outside wall of the restroom stating protocol.
2. We will provide access to restrooms provided that access is controlled and limited to no more than 2 people at a time and properly monitored.
3. Individuals waiting to use the restroom must maintain at least 6 foot distance between each person which is properly marked on the floor.
4. Restrooms shall be properly equipped with soap, paper towels, wipes and no-touch wastebaskets.
5. Signage for proper hand washing will be posted in each restroom.
6. Everyone must wash their hands for 20 seconds after using the toilet. (Perhaps singing the Happy Birthday song twice while washing hands).
7. Every individual using the restroom must use the hand-wipes to wipe toilet seat and flush handle.
8. Each restroom stall will be equipped with hand-wipes.
9. After washing your hands, every individual must wipe faucet handles and the door knob discarding the towel/wipe in the waste basket.

Worship Service Protocol:

1. The entrance door may be left open or a Greeter shall open the door for attendees, maintaining social distance, so folks may enter without touching the door.
2. A Greeter will make sure everyone is wearing a mask.

3. A Greeter will reiterate that masks must be worn during and after the service until you reach your vehicle. Extra masks would be available if anyone needs one.
4. A Greeter will take temperatures and direct folks to the consent form table.
5. The Ushers will invite and direct people where to be seated and manage the 6' distancing rule.
6. There will be no worship bulletins or any handouts. We will use the overhead screen display.
7. Congregation Singing may be allowed with masks on at all times.
8. Choirs are not permitted.
9. No wind instruments may be used.
10. The baptismal font will have no water in it and will be closed and not available for use. Please refrain from touching it. See attached protocol for Baptism on page 6.
11. We will exchange the "peace" with no physical contact.
12. Electronic and/or mail-in giving will be encouraged. Those who desire to give in-person by check or cash, may do so at the end of the service as they exit past the collection plate. A church leader will supervise this and ensure that proper cash-handling procedures are followed.
13. Anything to be consumed may not be presented to the members or visitors in a communal container or plate. See attached protocol for Eucharist on page 7.
14. No Name Tags will be used until Phase 4.
15. If needed, we will have worshipers sign-up on-line to attend services so preparations, especially for seating, can be adequately handled prior to the service.
16. There will be no beverages or snacks before or after the service.
17. We will dismiss worshipers directing them to exit through either the east or west side doors, social distancing to their vehicles.
18. There will be no loitering after the service. Everybody needs to exit except the volunteers staying for cleaning purposes.
19. See attached protocol for Weddings and Funerals on page 8.

Cleaning & Maintenance:

1. Only recommended EPA-registered disinfectants will be used.
2. Cleaning staff will observe the following to ensure effective cleaning:
 - A. Products will be used based on site use and surface types.
 - B. Surfaces will be pre-cleaned with soap and water or surface cleaner.
 - C. Contact (dwell) time will be based on the manufacturer's recommendation to ensure the product is effective.
 - D. Cleaning and disinfecting products will be stored in the janitor's closet.
3. Thorough deep cleaning of the church shall take place by our professional cleaners and be performed twice a week in order to have the space prepared for services.
4. After the thorough cleaning is done, no one uses the building until the next gathering/service time.
5. Each organization using the church shall be responsible for specified cleaning after their gathering.
6. Cleaning after the service shall include disinfecting often-touched objects such as hard surfaces on chairs, book boxes, doorknobs, light switches, railings, sign-in table, podium, music stands, piano and bench, A-V area and restrooms.
7. Sanitation stations shall be located at the entrance door, consent form table and exit door.
8. Cleaning supplies will include: anti-bacterial dispensers, face tissues, wipes, wastebaskets.
9. Trashcans/wastebaskets will be properly lined and placed throughout the location (indoor and outdoor).

Attachments

Bishop's Protocol for Administering Baptism through Phase 3

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 candidates 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
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.

Bishop's Protocol for the Distribution of Eucharist through Phase 3

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.
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.
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 briefly 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.

Bishop's Protocol for Weddings and Funerals through Phase 3

1. This protocol applies regardless of venue, and is effective August 10, 2020.
2. Indoor occupancy is limited to 20 percent or 30 people, whichever is less, if and only if six feet of physical distancing between households can be achieved. Outdoor ceremonies are limited to 30 people, and at least six feet of physical distancing between households is required.
3. Consistent with existing guidance, indoor ceremonies are prohibited in Phase 1.
4. Only ceremonies are permitted, and ceremonies must follow all other provisions of the "Religious and Faith-based Organization COVID-19 Requirements" and the Bishop's guidelines.
5. Receptions are prohibited.

COVID-19 EVENT DISCLOSURE AND SCREENING FORM

Church/Organization: _____

Event/Activity: _____

Place of Event/Activity: _____ Time and Date of Event: _____

Name of Participant (please print): _____

Phone Number: _____

Address where you can be reached or Email Address: _____

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

1. 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 (over the age of 65 and or with underlying health conditions such as heart or lung disease, diabetes, etc.), I should stay home and avoid participation;
2. If I have been recently exposed to COVID-19, I understand that I may pose a risk to others;
3. I agree that none of the following applies to me:
 - a. 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.
 - b. Neither I nor anyone in my household have tested positive for COVID-19 in the last 14 days.
 - c. 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.
 - d. I have not attended any events in the last 14 days where current health guidelines for social distancing and face coverings were not followed.
 - e. I have not traveled internationally or in any domestic virus hotspots in the last 14 days.
4. 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 this form will be kept on file in the church office for one month before being shredded, and my information may be released to such Public Health Officials in the event it is needed for such a program.
5. I agree to follow all social distancing, sanitizing, temperature-taking and other protocols in place at this event or activity, and I agree to wear a face mask for the entirety of this event.

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: _____

(A Parent or Legal Guardian may sign for a child.)

COVID-19 EVENT SUPERVISOR FORM
For gatherings on site at the **Church of the Resurrection**,
15220 Main Street, Bellevue, WA

To be completed by Event Supervisor for every event:

Date of Event: _____

Duration of time on site for event: from _____ to _____

I agree that:

1. All **COVID-19 Protocol** were followed for this event as stipulated in the Building Protocol for Indoor Worship Gatherings as approved by the Vestry and the Bishop.
2. All persons who participated at this event **completed a screening** form and those forms are included here.

Signature of Designated Supervisor

Date