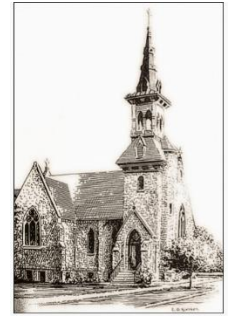


# St. Luke's Memorial Episcopal Church Re-Opening Plan



## Pre-Opening Preparation

- Commission a re-opening task force to determine action items for phase readiness and coordinate completion of action items – Gather Planning Team.
- Survey St. Luke's congregation with the objective to better understand the preferences of our parishioners as we begin to plan to worship back in our church as we enter Phase 3 of the WA state re-opening plan.
- Create office, church, and parish hall sign-in sheets to track daily activity on church grounds supporting contact tracing if needed
- Determine number of services, start time, and flow of in-person service
- Measure church sanctuary space and parish hall to better understand challenges in maintaining social distancing guidelines
- Determine and define additional volunteer roles needed (welcome desk minister, reservation minister, seating ministers) and send out survey to obtain list of those willing to serve
- Using Dioceses template, develop individual consent form (completed at time of registration or in-person and kept for at least 21 days after the service for contact tracing purposes)
- Determine capacity of sanctuary (38 – 50) with physical distancing requirements being met
- Determine traffic flow and create supporting documentation
- Determine and create signage to post around church and parish hall buildings to include wayfinding and hygiene/health safety guidelines (will use a mix of standard signs from the CDC and created signs)
- Develop or secure social distancing signage to mark off pews and space distancing
- Create all-inclusive service paper bulletin template to be used then to be disposed of after each service
- Secure hand sanitizing stations, soap, Kleenex, step-trash cans, sanitizing products, thermometers, etc. to support increase in hygiene/health safety practices
- Develop plan for training volunteers and staff on cleanliness, greeting, handling of shared materials, cleaning, physical distancing, traffic flow for services, health screening, sign-in/participant tracking
- Determine registration platform, who will monitor, and create weekly seating charts
- Secure clear barrier shields for welcome desk, church lecterns, worship table, and music soloist(s)
- Create communication plan to announce opening highlighting requirements (wearing of face coverings, consent form, traffic flow expectations, good hygiene recommendations, and service outline) – use Constant Contact, website, Facebook, and mailings to those requesting mail
- Develop exposure response procedures and a post-exposure incident project wide recovery plan (page 3)
- Coordinate deep clean of church building (narthex, nave, sanctuary, undercroft, kitchen, parish hall, offices); including, removal of all hymnals and prayer books from church
- Air flow in St Luke's will be increased by keeping doors open during service (there is no air conditioning system and heating is by forced heated water through the floor via a boiler system)
- Develop guidelines and protocols to address people ignoring safety guidelines
- Continue to modify plan based on needs and best practices

## **In-Person Overall Worship Service Plan**

- Provide parishioners with one in-person service with organ music, singing soloists (no more than 2), and Eucharist (bread only) at 9:00 am each Sunday. Will consider adding a second service based on demand
- Continue Zoom service at 10:30 am each Sunday sending bulletin and Zoom link to service via Constant Contact
- Parishioners pre-register for each Sunday via registration platform - link found on Church website – those not using a computer may call the church office beginning the Monday prior to the Sunday service.
- Office Manager creates weekly recyclable bulletin for in-person service placed at each seat per pew to be disposed of as parishioners leave the building
- Reservation minister monitors reservations and creates weekly seating plan
- Parishioners pre-registering receive service expectations document and consent form listing covid symptoms questions prior to service – bring signed, sign-online, or can sign a form at the welcome desk
- Offertory will not be taken during church service – recommend to parishioners to mail in or do on-line.
- Restrooms on the first floor of parish hall available to parishioners
  - Restrooms can occupy one person at a time
  - Individuals waiting to use the restroom maintain at least 6-foot distance between each person using floor signage to support.
  - Restrooms equipped with soap, paper towels, handwipes, and no-touch wastebaskets
  - Signage for proper hand washing posted in each restroom
  - Handwipes available to use faucets and toilet flush handle
  - Trach can positioned at the door for paper towel waste
- Wayfinding, safety, and floor signage available to support in-person service
- There will not be a coffee hour after church

## Day of Service

- Doors remain open to increase ventilation and reduce sanitization needs
- Parishioners enter church via parish hall wearing face coverings (floor dots to indicate wayfinding and social distancing).
- Entry-way signage reminds parishioners to wear face coverings, use hand sanitizer, maintain social distancing, sing silently, and use non-contact greetings (parishioners forgetting face covering can obtain one at Welcome Table)
- Welcome Table set-up to include consent forms, pens, hand sanitizer, disposal masks, touch-free thermometer, seating chart, check-in list
- Temperatures taken of all those participating – anyone with a temperature of over 100.4 will be asked to leave
- Seating ministers place bulletins in pews based on seating chart
- Seating ministers begin seating parishioners 20 min prior to service
- Parishioners que up (signage indicating social distancing and wayfinding) in parish hall via back door ramp to church
- Seating ministers show parishioners to specific seats according to seating plan
- Walk-ins may be seated if all pre-registered individuals do not attend
- All parishioners must be seated by 9:00 am. Welcome Table ministers will notify clergy if a bit more time is needed to seat individuals
- Church Layout
  - Intercessor/lector sits in back row of unused choir area on Epistle side
  - Music soloists (no more than 2) sit in south transept
  - Organist sits at the organ or piano
  - Clergy sits on the Gospel Side
  - Parishioners will sit in nave pews marked off every other row with alternating wall and isle seating with only individuals identifying as a family unit sitting directly next to each other
- Eucharist
  - Altar Guild prepares main altar (wearing gloves) prior to service
  - Wafers placed in individual serving cups on silver tray covered with linen
  - During anthem Rector vigorously washes hands in Altar Guild sink adjacent to sanctuary and prepares the main altar alone
  - Temporary altar table with plexiglass shield moved into place by Seating ministers
  - Consecration of the bread occurs at main altar, Rector consumes Priest host
  - Rector vigorously washes hands in Altar Guild sink adjacent to sanctuary before moving covered wafers down to temporary altar for distribution
  - Rector asks parishioners to use hand sanitizer located in pew before and after coming up to the temporary altar
  - Parishioners directed by Seating ministers walk up to temporary altar one at a time (due to space limitations only families can go up to the temporary altar together – next pew not be released until individual(s) back in their seat)
  - Cupped wafer placed on table top from gloved clergy through opening in plexiglass shield to each individual parishioner
  - Parishioner consume the wafer after returning to their seat (hand sanitizer used after consuming the wafer)
  - After all desiring communion have received it and are seated the Rector takes silver tray back to main altar and completes service
  - Temporary altar moved

- Church exit
  - At the end of the service Seating ministers release parishioners one row at a time (front to back) through side entrance and ramp to the parish hall
  - Main body of the parish hall not accessible
  - Parishioners exit from stairs to parking lot
  - Parishioners not able to navigate stairs may exit through main body of the parish hall

## **After Service**

- Welcome Table ministers follow closing check list (wipe down surfaces, collect consent forms for filing, etc.)
- Seating Ministers walk through church removing any remaining items (bulletins, wafer cups) and dispose of
- Seating Ministers support closing procedures (put away wayfinding signs, etc.)
- Altar Guild supports Altar and temporary Altar take down removing linens to be washed prior to next service
- Church and Parish Hall cleaned via cleaning service Monday after Sunday service
- If a second service is held Cleaning ministers wipe down high touch areas in church and parish hall

## **Volunteer Training**

- All volunteers will be trained for their roles (Welcome Table, Seating Ministers, Intercessors, and Altar Guild) - we are stating fresh for all roles and will not assume those current in role wish to remain)
- Task requirements will be shared with parishioners prior to asking for volunteers
- Individual agreeing to volunteer will go through a training facilitated by the Office Manager/Volunteer Coordinator and president of the Altar Guild
- Training will kick-off with a zoom meeting
- 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.

## **Exposure Response Procedure**

- The name and contact information of everyone in attendance taken through the registration platform
- Welcome Table ministers check-in parishioners to verify attendance from seating plan
- In the event of a known exposure, the Office Manager or Reservation minister shall immediately notify the rector. Under supervision of the rector the Tacoma Pierce County Health Department will be notified and next steps to be determined under guidance from the Health Department.

## **Post-exposure Incident 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 rector
- 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

## **Appendix:**

- A. Consent Form**
- B. Volunteer Positions and Tasks**
- C. Covid Signage Plan**

## St. Luke's Memorial Episcopal Church, Tacoma WA

### Individual Attestation and Consent to Work/Participate



In compliance with the State of Washington's "Safe Start" plan and the Diocese of Olympia's "Guide to Gathering in Person", St. Luke's Memorial Episcopal Church, Tacoma, Washington 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. Luke's Memorial 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. Luke's, 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. Luke's (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 (Outdoor Liturgies)**

To ensure the health and well-being of all persons entering the property and premises of St. Luke's Memorial Episcopal Church (which includes all exterior grounds, parking lots, and driveway aprons) 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 or fill out a form upon arrival.
- 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.).
- Restrooms are available as designated. Only one person may use at a time and thorough handwashing after is required.
- Understand that if anyone does not abide with this mitigation policy, the event will end immediately and the participants will be dispersed.

**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 to the best of my knowledge, 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 within 14 days prior to the event date.

And I consent:

- To St. Luke’s Memorial Episcopal Church keeping this document on file for no less 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.
- I, on my behalf and that of my minor child, if applicable, do release **St. Luke’s Memorial Episcopal Church; St. Luke’s Preschool; the Diocese of Olympia, and their respective employees, agents and clergy** from any and all liability, claims for damages of any kind, costs or expense which I may incur in the event that I or my child are exposed and/or become ill from COVID-19 as the result of my/our participation or employment.

*Please fill out completely:*

\_\_\_\_\_  
Name of Participant (please print clearly)

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

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

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

\_\_\_\_\_  
Date

Event Information:

Church/Organization: St. Luke’s Memorial Episcopal Church

Event Location: 3615 North Gove Street, Tacoma, WA 98422

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

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

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

## St Luke's Re-opening Volunteer Roles and Responsibilities

All volunteers undergo safety/health and job specific training. All volunteers wear face coverings and disposable gloves during the time supporting the church service.

- **Reservation Minister**
  - Weekly at home task not require to come to church
  - Monitor reservation platform
  - Send “instructions for worship” and consent form to all registered parishioners
  - Create weekly seating assignment chart and alphabetical listing of reservations
- **Altar Guild – new members needed!**
  - Set-up and take down Eucharist
  - Extinguish candles
- **Intercessors/Lectors**
  - 1 per service
  - Reading from lectern with a plexiglass shield
  - Sits near lectern
  - Read lessons 1 and 2
  - Read Psalm
  - Read Prayers of the People
- **Welcome Table**
  - 2 per service
  - Located in Parish Hall
  - Arrive 30 min prior to service
  - Set-up Welcome Table (checklist and supplies provided)
  - #1 greets parishioners and takes temperatures
  - #2 check-in parishioners, collect consent form/direct to blank forms
  - Provide disposable face covering if needed
  - Answers questions
  - Remain at Welcome Table during service
  - After service complete closing checklist
- **Seating Ministers - 2 per service**
  - Arrive 30 min prior to service
  - Put out sandwich board wayfinding signage
  - Put out recycle bin at exit for bulletins (dispose of after service)
  - Check church for pew set-up and distancing signage
  - Place bulletins in pews prior to service
  - Show parishioners to their seats
  - Support Eucharist flow
  - Support end of service exit
  - #1 seating guide remains at back of church to ensure no entry
  - #2 seating guide remains at entry point to support entry and end of service exit
- **Security**
  - Walk the church “campus” during the service – does not enter church
- **Cleaning Ministers (only needed if 2 in-person services)**
  - Wipe down high touch areas in Church and Parish Hall
  - Take out trash



## St Luke's Covid-19 Signage Plan

- **Entrance Sandwich Boards**
  - Wayfinding
  - Pre-registration reminder
  - Safety reminders (face coverings, use hand sanitizer, no touch greeting, social distancing)
- **Hand Sanitizer Station Signage**
  - Please use before entering
- **Floor dots (for Parish Hall and carpeted church)**
  - Wayfinding
  - Social distancing reminders/indicators
- **Easel Boards – multiple**
  - Welcome
  - Pre-registration reminder
  - Wayfinding
  - Safety/health/hygiene reminders
- **Pew Signage**
  - Number
  - Mark-off pews not in use
- **Door/Stair Wayfinding**
  - Designate where to enter and exit
  - Close-off stars not being used
- **Covid-19 information and safety signs**
  - Use CDC signs
  - Place on doors, bulletin boards, and welcome tables