

St. Antony of Egypt Episcopal Church Reopening Plan



Revision 4.0 – 6 October 2020

For questions or assistance contact:

Rev. Bill Thaete

wthaete@gmail.com

Welcome

Welcome to the Reopening Plan for St. Antony of Egypt Episcopal Church, Silverdale, WA. We hope that these guidelines will, when the bishop of the Diocese of Olympia approves reopening, allow us to reopen our Sunday services, weddings, memorial services and baptisms with minimal health impact on our attendees. This document is based on information collected from multiple sources and modified to meet the needs of St. Antony.

We will be able to reopen for in-person attendance at our services when the state of Washington and the Dioceses of Olympia determine that it is safe for us to reopen. At that point we will following our guidelines and remain open for in-person attendance as long as the COVID-19 remains under control.

When the time comes, we will be opening the 10:15 Eucharist for people to attend in person.

There are several sections addressed in this plan:

- Welcome
- General Guidelines
- Building Entry Procedure
- The Service
- Protocol for Receiving the Host
- Baptisms
- Exiting the building
- Post Service Cleaning
- Out Door Services
- Descriptions and Definitions
- Training
- Nave Layout
- Incident Reporting
- Post Exposure Recovery
- Face Masks Do's
- Face Mask Don'ts
- Attestation and Consent Form

Each of these sections will be specifically addressed.

The single most important thing we can do is keep everyone safe.

- Shield the most vulnerable
- Reduce risks wherever possible
- Keep the virus out of the facility
- Wear masks
- Reduce direct contact between people
- Reduce occupancy
- Implement and update health and safety protocols
- Prepare for infectious cases

General Guidelines

- If you have any cold symptoms such as a fever, chills, sore throat, cough, runny nose, sneezing, muscle pain, shortness of breath, difficulty breathing, headache, smell or taste disorder(s); please stay home.
- If you have a temperature exceeding your normal temperature by 1.5 degrees or more please stay home. You will be asked to not enter the church building if your temperature exceeds 100.4 degrees.
- Wear a non-surgical mask at all times, if you do not have a mask, one will be provided. There are two exceptions to this requirement: (1) children younger than five years old; and (2) persons with a medical condition
 - Persons with a medical or other condition that prevents wearing a mask will be required to bring a note from their doctor stating that they have a condition that prevents wearing a mask. These persons will be seated in the “Quiet Room” separated from other people by the glass wall.
 - Persons who refuse to wear a mask will be prevented from entering or asked to leave so as not to endanger others.
 - If such persons refuse to leave, then the service will be terminated and all present should leave.
- Wash your hands for 20 seconds before leaving your home.
- When you enter the church, you will be asked to wash or sanitize your hands. Extra soap and water will be provided for hand washing.
- Use the provided hand sanitizers when entering the building or the nave.
- Social distancing, please stay 6ft apart from others as a family unit.
- Use only the seats provided, please do not move the chairs.
- Restrooms are restricted to one person in the room at a time, please wash your hands, for 20 seconds, before and after using the facility. Please line up following the markings on the floor if the restroom is in use.
- No child care will be provided.
- Do not congregate in groups inside of the building.
- Avoid physical contact with others.
- All singing by clergy and parishioners will be done with masks in place. Please avoid facing others while singing.
- Clergy will wear non-surgical masks throughout the service – mask may be removed while speaking.
- Clergy will wash their hands and use hand sanitizer frequently.
- We will follow the Episcopal Diocese of Olympia “A Guide to Gathering in Person” guidelines.
- All altar guild members will be educated on our COVID-19 policies.
- The building ventilation system will remain at a maximum throughout the service.

- Signs about COVID-19 and safety precautions must be posted inside and outside the church. The CDC and Washington DOH have signs/posters on their websites that can be printed.

Building Entry Procedure

- Wear at minimum a non-surgical face mask when you exit your car.
- Maintain social distancing, 6ft apart by family unit or individuals at all times. Line up on the marks outside the entry by family units or individuals
- Masks must be worn; masks will be provided for anyone not having one.
- You will be met at the door of the church by a greeter who will check your temperature with a non-contact thermometer and ask you general health questions.
- The door for entry is the “gathering room” door near the kitchen.
- If your temperature is elevated or you do not feel healthy you will be asked to return home or EMS will be contacted if necessary.
- There will be no physical contact.
- The greeter will direct you to the registration station, where you will register (Required by the diocese).
- Registration stations are in the narthex. Each adult or family group will be required to read and sign an Attestation and Consent form. (Copy attached)
- Please use hand sanitizer before entering the nave.
- An usher will then direct you to pick up a Service Bulletin from the table.
- You may place your offering in the plate at the back of the naïve.
- The usher will then direct you to your assigned seat. The church will be filled from the front to the back.

To help reduce the risks for yourself and others;

Please observe the following:

- Wash your hands often
- Use hand sanitizer
- Observe social distancing
- Wear a face mask

Please avoid the following:

- Touching your eyes
- Touching your mouth
- Touching your nose

The service

- Wear a non-surgical mask throughout the service.
- There will be no hymnals or BCPs in the nave.
- The complete service will be printed in the service bulletin.
- Lay readers will come forward to the lectern, remove their masks and read, their mask will be replaced before they return to their seat.
- There will be no physical contact during the peace.
- To receive communion come forward in the following sequence:
 - The last row on the right (facing the altar) will come forward down the center aisle as directed by the usher, maintaining social distance.
 - Each person will sanitize their hands at the sanitizer station (See note below).
 - Each person will receive Eucharist as defined in the “Protocol for Receiving the Host” attached to this document.
 - The last row on the left (facing the altar) will come forward down the center aisle as directed by the usher, maintaining social distance.
 - Each person will sanitize their hands at the sanitizer station.
 - They will receive the Host, on their hand, and take several steps to the left, remove their mask, consume the Host, replace their mask and return to their seat up the left side.
 - Each row moving forward from the last row starting with the right side and then the left side will follow the same pattern to receive communion.
- Only the presider receives the chalice.
- All clergy will wear a non-surgical mask throughout the service except for speaking.
- All clergy will wash the hands for at least 20 seconds prior to the service.
- All clergy will use hand sanitizer often during the service.
- There will be no procession or recession by the clergy, to help maintain social distancing.
- There will be no acolytes or crucifers in the services.
- Singing by the congregation will be held to a minimum. Please wear your mask and face away from others as much as possible while singing.
- When possible, the service will be “live streamed” for home participants.

Hand sanitizing is critical to the safety for yourself and the other around you. Please sanitize your hands whenever you believe you may have touched anything.

Protocol for Receiving the Host

- Proper precautions and all PPE and distancing guidelines should be followed by all in the chain of preparation. Altar Guild, and all in the chain need to carefully sanitize all surfaces, wash and sanitize hands, wear masks, etc.
- Everyone in the service and in the altar party, will always wear masks. Only the person speaking may remove their mask and replace it when done speaking.
- The presider or deacon will set the table. Attempting to minimize the number of persons touching the host.
- The presider and deacon 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 must not be ceremonial washing but vigorous washing.
- In setting the table, the Presider or deacon should use the pall or corporal to cover all of the wafers, and only expose the priest host. If bread is used it should be covered by the pall or corporal, except during the consecration.
- The chalice may be covered by a pall except during the consecration.
- No one should stand near the Presider at the altar.
- For the distribution of the host, the presider will either consume the priest host before distribution or set it aside to consume after all have received. If bread is used it will be broken by the priest or the deacon into pieces and the pieces placed in small medical or dixies cups for distribution.
- The wafers or cups containing the broken host, will then be placed at approximately 6-inch intervals in a line across the front of the altar. The presider should make every possible effort not to touch the linen.
- After the presider has placed the wafers or cups on the table, the ushers can begin to allow the congregants to come forward one at a time, while maintaining social distance.
- Before approaching the altar, each person receiving should sanitize their hands, allowing them to dry, before going forward.
- Each person receiving should be instructed to pick up their host or cup as directed, step to the side several steps and consume the host removing their mask and then replacing it.
- Upon leaving the altar area and consuming the host each person should sanitize their hands before returning to their seats.
- There will be no wine offered to anyone other than the Presider.

Baptisms

- For baptism, only one Presider is allowed for all manual acts, blessing the water, baptizing, anointing, etc.
- The water will not be put into the font until the actual blessing of the water.
- Only the Presider may touch the water.
- The presider will vigorously wash their hands and sanitize before the Blessing of the Water, and will repeat this action before and after each baptism.
- If aspersions are planned for the congregation, that water should be extracted from the font, in a dedicated bowl, by the presider or deacon, before any baptisms take place and set aside for use for this or the presider touches the water.
- If there are multiple baptisms, there are several options. The presider may use a separate bowl and walk to the candidate, to be baptize, and pour water over the persons head onto the floor or a new bowl of water may be used allowing the water poured of the persons head to return to the bowl. The presider will wear a mask throughout this process.
- Only the Presider will anoint the newly baptized. The presider will wear a mask throughout this process.
- If a candle is to be given to the candidate, it may lighted, shown to the person or family, then blown out and kept to be sanitized after the service and given to the candidate.
- *There will be no sprinkling of the congregation with the water in font or bowls used for the baptisms. Only use the water set aside in the beginning.*
- All water, in all bowls and the font will be discarded before the ending of the service.
- When possible, the service will be “live streamed” for home participants.

Exiting the building

When the service has ended, after the dismissal, everyone will exit the building maintaining social distancing. Hand sanitizer stations are provided at each exit for people to use when exiting. Continue to wear your mask while exiting until you reach your car. After exiting families can share with other families, social time, in the parking lot or under the event shelter while maintaining social distancing and wearing masks.

Post Service Cleaning

After all the people have left the nave, the nave will be cleaned.

- All door handles, chair backs and touchable surfaces will be completely cleaned and sanitized.
- All restrooms will be completely cleaned and sanitized.
- The sacristy will be completely cleaned and sanitized.
- The ventilation system will be increased for 24 hours.

Out Door Services

Out door services may be held following the following guidelines.

- Wear at minimum a non-surgical face mask when you exit your car.
- Maintain social distancing, 6ft apart by family unit or individuals at all times, masks will be provided for anyone not having one.
- A registration station will be positioned near the service area. Each adult or family group will be required to sign an Attestation and Consent form. (Copy attached)
- Chairs provided by the church or parishioners will be placed at a safe distance, at least 6ft apart. Isle spacing will be available for safe movement.
- The altar and altar party will be positioned at least 10 feet from the first row of parishioners.
- Hand sanitizer stations will be positioned around the area together with tissue and no-touch waste receptacles.
- The “Protocol for Receiving the Host” will be followed.
- When possible, the service will be “live streamed” for home participants.

Descriptions and definitions

Greeter – person who checks the temperature and basic health conditions of people as they enter the church building and ensures that each person completes and signs the Attestation and Consent form. The greeter will wear a mask and gloves, avoiding physical contact.

Usher – person who assists with seating and movement in the sanctuary. The usher will wear a mask and gloves, avoiding physical contact. During the service the usher will observe the service and assist attendees with maintaining the required safety requirements.

Corona Supervisor and contact person – person who has overall supervision for the maintenance of the guidelines throughout the entire service. This person will also assist with both the greeter or ushers as required. This person will be the central contact if any problems occur.

Registration station – the location where attendees and attendees' families record their attendance and temperature and sign the Attestation and Consent form. If the attendee's name is recorded in the parish phone book no other information is required. If the attendee's name is not in the parish phone directory, the following information is required: name, address, phone number, email address and temperature. (Required by diocese)

Note: Greeters, ushers and supervisor will be trained prior to performing the duties and educated on our COVID-19 policy. It is recommended, but not required, that persons filling these positions should be under 65 years of age with no underlying health conditions. Tabletop exercises will be conducted as part of the training and throughout the COVID-19 pandemic to ensure guideline compliance.

Training

Greeter Training

Each of the “Greeters” will be trained for the following tasks, as each person enters the building.

- The greeter will be required to wear a face mask at all times.
- The greeters will be trained in the correct procedure for washing their hands before putting on their gloves.
- The greeters will be trained to sanitize their gloved hands between each person entering the building.
- If the person entering is not wearing a mask, they will be offered a free face mask.
 - If the person can not wear a mask, for medical reasons, they will be transferred to the Corona Supervisor who will escort them to their assigned seating area.
 - If the person refuses to wear a mask, the Greeter will notify the Corona Supervisor immediately.
- Each person entering will be asked if they have any of the symptoms listed on a chart.
 - If they have no symptoms, they will be permitted to enter.
 - If they have any of the symptoms, they will be asked leave until they are healthier. If they refuse to leave, the Greeter will notify the Corona Supervisor.
- Each person entering will then have their temperature take with a contactless thermometer.
 - If they have a normal range temperature, under 100.4 degrees, they will be directed to the contract tracing registration table.
 - If they have a temperature greater than 100,4 degrees, they will be asked leave until they are healthier. If they refuse to leave, the Greeter will notify the Corona Supervisor.

Usher Training

Each “Usher” will be trained for the following tasks, once a person entered the building through the Greeter.

- Once a person has been cleared by the greeter, the usher will escort the person entering to the “Contact Tracing Registration Table”
- Each person must register their attendance at the service, including the clergy, ushers and greeters; by signing the Attestation and Consent form.
- Once the person has registered, they will be escorted, by the usher, to their seat.
- Seating will be from the front row center, to the outer seating and then to the next rows.

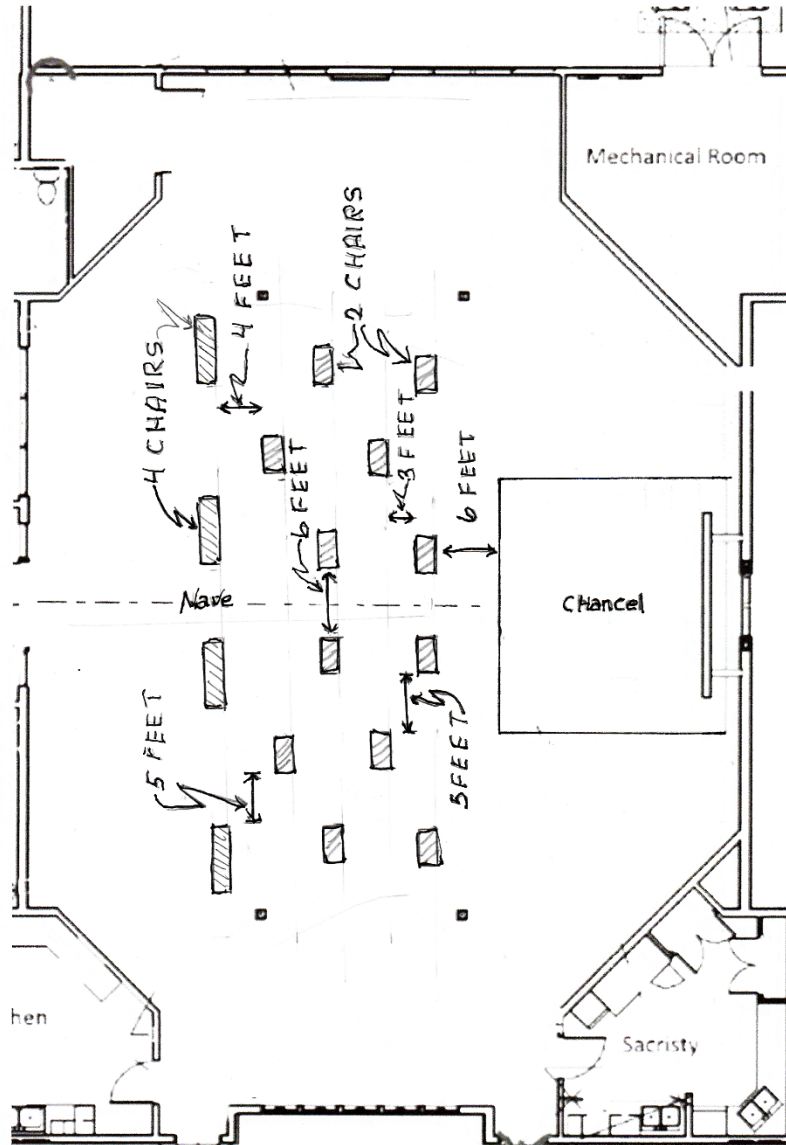
- The path to the seating will be down the center isle and returning around the outside edge of the seating.
- If a person cannot wear a mask for medical reasons, once they have registered, the usher will escort them into the “Quiet Room” to be seated.

Corona Supervisor Training

Each “Corona Supervisor” will be trained for the following tasks.

- They will be trained as a greeter.
- They will be trained as an usher.
- They will be trained to move around the nave and lobby area helping to maintain scene safety.
- They will be trained as to how to handle persons who do not want to comply with these guidelines. The first step in this training is to contact the clergy, directly or through a third party.
- They will be trained on how to safely assist persons and getting additional assistance as required.

Nave Layout



Chairs will be in groups of twos and fours; for singles, couples and families.

Additional seating may be provided in the side areas as the state reopening phases change.

Incident Reporting

If anyone attending any service reports testing positive or contracting Covid-19 the following step must be taken in response immediately.

- All services will be cancelled until the Post Exposure Recovery steps have been successfully completed.
- Access to the building will be restricted.
- All church members will be notified via the phone tree or broadcast message, that someone attending a service has been found positive for Covid-19.
- Testing will be recommended for all church members attending services for the proceeding 21 days.
- The State of Washington Health Department will be given names and contact information for all church attendees for any services for the preceding 21 days.
- The diocesan office, through the Canon to the Ordinary, will be notified that a church attendee has contracted Covid-19.

Steps to be taken upon first person reporting symptoms of COVID-19:

1. Person reporting symptoms should self-quarantine.
2. Anyone having been in exposed with this person in the past 21 days will be contacted.
3. Exposed persons will be asked to self-quarantine.
4. All exposed persons will be asked to take tests.
5. All other persons should stay home and stay safe until notified differently.

Post Exposure Recovery

In response to a report of church attendee contracting Covid-19, the following steps must be taken.

- Access to the building will be restricted for up to two weeks, as determined by the diocese.
- All door handles, chair backs and touchable surfaces will be completely cleaned and sanitized.
- All restrooms will be completely cleaned and sanitized.
- The sacristy will be completely cleaned and sanitized.
- The ventilation system will be increased for 24 hours.

Face Mask Do's

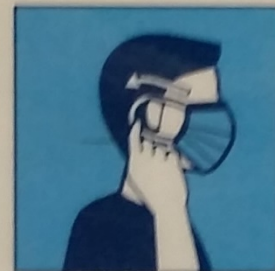
DO



Wash your hands with soap and water or use alcohol-based hand sanitizer before you **put on, touch, or take off** your mask.



Put the color side of the mask on the outside.



Use the ties or loops to put your mask on and take it off.



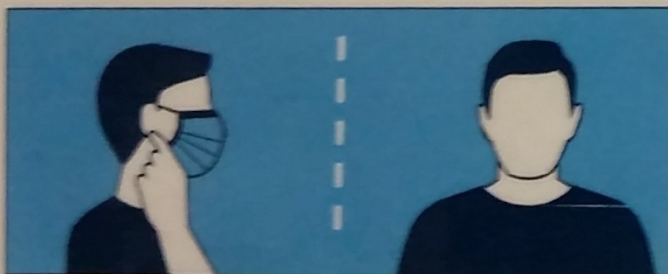
Cover your mouth, nose bridge, and chin.



Be sure the mask fits snug against your face.



Keep your hands away from your face and head while wearing the mask.



Take off the mask while you are at least 3 feet away from other people.

Face Mask Don'ts

DON'T



Touch your mask or face without first using soap and water for 20 seconds, or alcohol-based hand sanitizer until hands are dry.



Pull the front of the mask up or down to **talk, breathe, or eat**—assume the front is contaminated.



Touch the front of the mask.



Touch the front of the mask when you take it off.

Attestation and Consent Form

St. Antony of Egypt Episcopal Church, Silverdale 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. Antony, Silverdale 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. Antony 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 potentially 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 and are strongly encouraged to stay home.

If you are experiencing any of these symptoms, or have come into contact with anyone who has shown signs of these symptoms or has tested positive for COVID-19, please vacate the premises immediately and contact your medical care provider.

Cooperative Mitigation Policy

To ensure the health and well-being of all parishioners, staff, volunteers, , any person entering the premises of St. Antony for work or worship must consent to the following practices:

- A cloth face covering must be worn at all times
- Physical distancing of at least six (6) feet must be maintained between all persons not from the same household
- Wash hands thoroughly or use hand sanitizer (provided) upon entry, after using the restroom, and before and after consuming any food or drink, or coming into contact with high-touch surfaces
- Refrain from physical contact and sharing items with others (e.g., books, leaflets, pens, etc.)
- For staff and volunteers: wipe down high-touch surfaces before and after use (e.g. light switches, doorknobs, copier and printer equipment, etc.)
- Sign an Individual Attestation and Consent to Work/Participate

Attestation and Consent

By signing below, you attest:

- That you have not exhibited any symptoms of COVID-19 or come into contact with anyone who has or has tested positive
- That you 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 you have not travelled internationally in the past 14 days

And you consent:

St, Antony of Egypt Reopening Plan

- To our keeping this document on file for 21 days for the purpose of contact tracing, should an exposure event occur
- To the risks associated with community transmission of COVID-19 and the potential for exposure even with proper mitigation protections
- To comply with the stated Cooperative Mitigation Policy
- To release **St. Antony, Silverdale** from any liability in the event that you are exposed and/or become ill

Name

Phone

Email

Signature

Date