



ST BARNABAS EPISCOPAL CHURCH PHASE-IN PLAN

Covid-19 Protocol for Worship Activities

The following has been prepared to guide St Barnabas in preventing the spread of Covid-19 and providing for the safety of our parishioners and the public as we plan for resuming some degree of in-person worship. While the focus of this document is worshipers physically returning to the church, it is assumed that remote streaming of services will continue after in service worship resumes.

Online Worship

During the Covid-19 pandemic, St Barnabas has and will continue to offer a variety of Online Worship opportunities. These include Facebook videos of the Sunday Worship service, Zoom Meeting Daily Office services (Morning Prayer, Compline), Sunday School (St B Kid's Sundays), Bible Study and Coffee hour. For most of these offerings, the church building is not used, and attendees are all physically removed from each other, so no specific protocol is needed. The exception to this is the recording of Sunday Worship services. Worship leaders are encouraged to model safe conduct in recording or leading online services.

Production of the online Sunday Worship Service & Eventual In-person services where applicable:

- The rector will be the designated Supervisor for recorded services/activities at St Barnabas.
- The rector will determine who will participate with a maximum of 10 participants.
- No one may participate in recording worship services if they have or have in the last 72 hours, experienced [Covid-19 symptoms](#).
- No one may participate in recording worship services if they have in the last 72 hours, been exposed to anyone who has experienced [Covid-19 symptoms](#).
- No one who has been exposed to someone who has tested positive for Covid-19 or who has Covid-19 may enter the St Barnabas campus until they have receive a negative Covid-19 test.
- Individuals present will be limited those directly participating in the production of the service: the celebrant, preacher, lector, organist/musician, cantor, videographer. Generally, this will be 4-6 people. The rector may augment the number of participants for special occasions, provided all other safety protocol is maintained.
- Masks will be worn at all times by participants when not the primary speaker as reader/preacher/presider.

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- [Physical distancing guidelines](#) will be observed throughout the service recording, including during preparation and clean-up. Because of space limitations, only one individual may use the sacristy or the vesting room at a time.
- Vesting is permitted. At the end of the service recording, vestments (including cinctures) are to be placed in the laundry basket in the sacristy closet to be laundered prior to being worn again.
- Communion
 - 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.
 - The Presider alone will set the table.
 - 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.
 - In setting the table, the Presider should use the pall to cover all wafers, and only expose the priest host.
 - Priest host will only be touched and consumed by the Presider.
 - No one else should stand near the Presider at the altar.
 - For distribution, the presider will either consume the priest host before distribution or set it aside to consume after all have received.
 - 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.
 - 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, standing only on floor markings every six feet, in order to maintain social distance.
 - Wafers rather than bread will be offered for communion.
 - Before approaching the altar every person receiving must sanitize their hands, allowing them to dry, before going forward.
 - Upon leaving the altar every person receiving must sanitize their hands after returning to their seats.
 - Congregants will be instructed to pick up the wafer, then turn and return to their seat without removing their mask. Once seated, lifting mask at the chin to consume their wafer then sanitizing their hands.
 - The presider alone will consume the wine.
- Singing is allowed, but masks must be worn, and physical distancing must be observed.
- Use of recorded music, scripture readings, sermons, prayers, etc. is encouraged.

Additional Protocols for St Barnabas In-Person Worship Services/Activities

In-person Worship Services at St Barnabas will not be considered until Kitsap County has been granted Phase 3 status at which point in-person services may or may not occur. Prior to any in-person services, the full facility, including chairs, pews, bathrooms, doorknobs, light switches, stair railings, microphones, and all heavily, often-touched surfaces will be [deep-cleaned](#). Cleaning and sanitizing will occur before and after each service/activity.

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We anticipate starting with outdoor worship and then moving inside in the following progression:

1. **Outside Services on the St Barnabas campus**
2. **Indoor Services in the parish hall**
3. **Indoor Services in the nave (this will not be considered until Phase 4).**

Protocol to Be Followed for All St Barnabas In-Person Worship Services/Activities

- The head usher will be the designated Supervisor for services/activities at St Barnabas.
- No one may participate worship services/activities if they have or have in the last 14 days, experienced [Covid-19 symptoms](#).
- No one may participate in services/activities if they have in the last 14 days, been exposed to anyone who has experienced [Covid-19 symptoms](#).
- No one who has been exposed to someone who has tested positive for Covid-19 may enter the St Barnabas campus until they have receive a negative Covid-19 test.
- All participants age 5 and older will wear masks at all times. The exception to this is persons with medical conditions that prevent them from wearing a mask. Those persons will be encouraged to attend virtual worship. In order to participate in services/activities at St Barnabas, anyone with a medical condition that prevents them from wearing a mask is required to bring a note from their doctor stating that the person has a condition that prevents wearing a mask. Such people will be seated at least 12 feet from others. That place will be announced to the congregation. Should someone refuse to wear a mask and refuse to leave the St Barnabas campus, the service/activity will be cancelled.
- Participants will be [physically distant](#) from each other during arrival, worship service/activity and departure. People living in the same household may be together as a group and need not observe physical distancing among themselves.
- Gentle singing is allowed but humming is preferred. Masks may not be removed for singing (or any other reason).
- Participants will receive the service leaflet via email and instructed to print the leaflet prior to coming to St Barnabas. For those parishioners who are unable to print service leaflets at home, leaflets will be printed in advance, labeled with parishioner's name and placed on a table in the check in area for parishioners to pick. Leaflets will be arranged such that individual leaflets can be picked up without touching other leaflets. No other paper will be distributed at the service.
- Communion will follow the protocols listed above.
- [Required signage](#) will be posted inside and outside, and email service announcements will specify protocols to be followed.
- The offering plate will not be passed. A station with a basket will be available for people to drop their offerings in and a "Make an Offering" link will be included in the on-line reservation form. Offerings collected at the service will be placed in the safe for 72 hours prior to counting and depositing.

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- Attendance will be limited to the number of people who can remain physically distant throughout the service. This number will fluctuate depending on whether reservations are for individuals or families. In no case will the number exceed 50.
- Reservations will be taken on-line and by telephone for all services. Parishioners who are unable to print service leaflets at home will indicate this in the reservation process. Seats will be reserved for individuals and families.
- Congregants will be encouraged to take their temperature prior to leaving their homes. Upon arrival, congregants must wash hands at the hand-washing station, check in to receive their seating position, place completed consent form (appended below) into bin, have their temperature taken with a touchless thermometer and put on the sticker indicating that they have checked in. Consent forms and two buckets, one with sanitized pens and one for used pens will be available should they be needed. Anyone with a temperature of 100.4° or higher must leave the St Barnabas campus immediately. Consent forms will be kept for 21 days in the locked closet in the parish hall.
- Step open trash bins, hand sanitizer, face masks and facial tissue will be available at each service/ activity.
- Congregants will be encouraged not to use restroom facilities. In the case of facilities being used, one person or household may enter the restroom at a time and must wash hands for at least 20 seconds with soap and warm water. All surfaces that have been touched are to be sprayed with disinfectant after the restroom has been used.
- At the conclusion of the service/activity, ushers will dismiss congregants methodically, allowing for continued physical distancing.
- Chairs will be sanitized with [CDC approved sanitizers](#), hung on chair racks and left untouched for 5 days. All high-touch surfaces will also be cleaned and sanitized.
- All other objects used for worship will be cleaned and sanitized with CDC approved sanitizers.

Incident Response – On learning that someone with a confirmed case of COVID-19 has participated in any service/activity at St Barnabas

- Inform [WA State Department of Health and Kitsap County Health Department](#).
- Inform all people who were at the service/activity that someone who was at that service/activity has tested positive for COVID-19.
- Direct those people to the [WA Department of Health website](#) for monitoring their own health.
- Advise people that they must not return to St Barnabas for a minimum of 14 days and only then if without symptoms.
- Inform the full community through a pastoral letter.
- [Deep clean](#) all spaces that were used during the service/activity where the confirmed case occurred.
- Engage vestry in conversation about moving forward with continued in-person activities.