

## **RE-ENTRY PHASES – ST. ELIZABETH**

### **Current as of 6 October 2020**

The timeline for implementing any plan for reopening is fluid, but anticipates the possibility of King County being in Phase 3 sometime in January or February 2021. The building and protocols are being prepared to be ready with that timeframe in mind, with the understanding that ultimately the decision on reopening will be made by the rector and vestry at the appropriate.

A minimum requirement of the church reopening for in-person worship according to the guidelines herein will be that the Governor approves King County for Phase 3 and the 14-day trailing average of positive covid-19 tests has been flat or declining during Phase 3. Our own opening will not be automatic to these benchmarks, but will be a circumspect decision of church leadership when the possibility arises. Any actions taken will be in alignment with directives from the Office of the Bishop.

Should the safety of the situation at the church, Neighborhood House or South Preschool (or the wider county) deteriorate, St. Elizabeth leadership may decide to re-close the building at any time.

Reopening for worship will initially involve one Sunday morning service (10:00 a.m.) with no acolytes, choir or readers. Once the rector and vestry are confident that our protocols are working smoothly, we will add a limited Evening Prayer and prepare for expanding servers according to the phase we are in.

#### **PHASE I (0-5):**

- High Risk category parishioners staying home; using Home Worship or on-line resources
- Masks and physical distancing required
- Celeste in on Monday (or Tuesdays) for minimal duties
- Dorothy in for treasurer work
- Two Counters in every other week
- John L. in most days for cleaning
- Fr. John & Jennifer in sanctuary to record Mass on Fridays (1-5 additional people in sanctuary for recording)
- Building/Maintenance/Gardening happens most days (“single households” w/appropriate physical distancing)
- Vestry/Rector creating phased re-entry actions to prepare for next phases. Currently include:
  - Prepare and equip Covid Cleaning Team (CCT) to clean narthex, nave, library, St. John Room, restrooms, office & kitchen. All hymnals and prayer books removed from sanctuary. (Gloves for cleaning in treasurer’s office. Check janitor’s supply for additional cleaning equipment and products)
  - Prepare and equip greeters/ushers. Train in use of “no-touch” forehead thermometer, contact tracking list and “mask board” with cloth and disposable masks available to those

- who need one to enter nave. (Cloth masks can be dropped off in garbage bag/basket for laundering or taken home)
- Establish and record “best practices” for all areas and then develop and distribute specific requirements for Altar Guild, greeters/ushers, acolytes, readers and (eventually) coffee hour hosts/servers.
  - Create transparent, firm but hospitable communications for parishioners, tenants and guests. (Coordinate with Neighborhood House, South Pre-school, 12-Step groups, 3-Tree Quilters)
  - Establish a housekeeping schedule that includes frequent cleaning and sanitizing with a particular emphasis on commonly touched services.
  - Post signs at entrances with St. Elizabeth’s specific entry protocols and protocols for Neighborhood House and South Preschool at their appropriate entrances. Post additional signage on sanctuary doors, restrooms
  - Update as necessary, print and store this protocol plan in the office where it can be easily accessed.
  - Consider what would be required to open Evening Prayer in Phase II

## **PHASE II (0-10) Where we are now**

-High Risk continue to stay home

-Masks, physical distancing. Those choosing not to wear masks or who are acting unsafely will be asked to leave immediately. If they refuse, we will cancel the service or meeting.

-“No-touch” forehead thermometer screening required. Any individual with a temperature of 100.4°F or greater will not be permitted to attend a service or work inside the church.

-Need to brainstorm firm but hospitable message for those who don’t pass screening.

-No name tags unless these are brought from home and return home with parishioner.

-All attendees of indoor church gatherings of any kind must fill out “informed consent” form each time they enter the building. These forms will be collected and kept for no less than 21 days in case contact tracing becomes necessary. Each attendee may bring a signed form or sign one on entry.

-Attendants at any meetings should be recorded for potential contact tracing, and that information stored for three weeks. Casual *outdoor* maintenance or gardening maintaining safety protocols are not required to formally collect these data and interior maintenance must have prior approval of rector.

-Pews are now marked off with tape and signage to encourage physical distancing.

-Weddings & Funerals available at church with 10 or less. (No Mass during this phase).

-Eucharist still only for presider

-Meetings on site up to 5 (Any individual with a household member who has been diagnosed with COVID-19 or with symptoms of COVID-19 (including a fever above 100.4°F) may not attend.

-Vestry/Rector creating phased re-entry actions to prepare for partial (Phase 2) opening in anticipation of next phase. Currently include:

- Determine limited maximum capacity of sanctuary while meeting physical distancing requirements, traffic flow and seating. With safety our first priority, we will allow 2-3 people per pew (more only if single household).
- Clean and disinfect high-touch surfaces after each use—including personal work stations, mirrors, chairs, headrests and armrests, doorknobs, handrails, restrooms, and upstairs kitchen, library or St. John Room if used (otherwise, these remain locked) using soapy water, followed by the appropriate disinfectants.
- Consider requirements to continue recording Mass and posting in Phase III, as well as what it would take to offer two Masses in Phase III with a cleaning in between. (No need for bulletins during Phase II as there will be no prayer books or hymnals, but consider what will be required to bring these all back.)
- We have replaced paper towel dispensers in restrooms/kitchens with “no touch” dispensers, and we currently have an ample stored supply of hand-sanitizer, masks and sanitizing products. Sanitizing wipes are available and easily found in each restroom. (We will need to pay attention to refilling these resources.)
- No-touch hand-sanitizer dispensers are also distributed around traffic areas and will need to be refilled periodically.
- Signage for restrooms: External sign to explain that only one person (or one person attending a child) will be permitted in a restroom at a time. Line waiting to enter must stand six feet apart (as marked by green tape) Internal sign to explain sanitation protocol before leaving. (Upstairs “men’s” room will serve as a gender-neutral restroom as necessary.)
- Experiment with an inside prayer service with no more than 10 people to gain information for updating these protocols.
- Offering plates/baskets cannot be passed. We will place one plate on a small table near the chancel for offerings.
- Create and communicate “reservation” system for Phase III, assuming 45 reservations available each Sunday. Last five spaces for unexpected guests (first come, first served). Choose and mark outside waiting spaces (cars, sidewalk by upper garden, Columbarium garden as long as physical distancing is met, as shown by green tape) for the eventuality that some reservations don’t show. May need to text those waiting.
- Only the 152<sup>nd</sup> entrance will be unlocked for services.
- Rector, vestry will divide the list of attendants and call if someone in the congregation tests positive after being in building. Building will be shut down and disinfected after a contamination, and rector, Admin assistant or Vestry member will contact King County Health Department as soon as possible after learning of exposure.
- Post-incident recovery plan needs further development. Rector, Admin Assistant or Vestry member will check with King County health officials directly to determine the best way forward, which would include, at the least, communication to those who participated in the event, conveying the health officials’ advice on quarantining or testing; providing information for contact tracing if so advised; enacting additional safety and cleaning in the building itself; and the potential of reclosing until a future point, should it be deemed warranted.

- Need to consider the possibility of a major spike or a return to an earlier phase.

### **PHASE III (5-50)**

-High Risk continuing to stay home

-Masks (provided for on-site use, collected for washing or taken home); Physical Distancing, “no-touch” forehead thermometer screening, contact tracing

- Tissue and no touch waste receptacles are placed in several locations around traffic flow

-Worship on site now available for up to 50. Only 152<sup>nd</sup> St entrance will be unlocked. (Sign indicating as such on 10<sup>th</sup> Ave. parking lot door) Table inside entry way with clean pens on one side, “used pen” holder on the other, wipes, touch-free hand-sanitizer dispenser and consent/tracing forms

-Eucharist- wafers only. We will follow the protocols required by the Bishop for the distribution of Eucharist as found on the Diocesan website.

-No singing (hymnals/BCPs still removed from pews) Possibility of Cantors facing each other. No organist unless Joan and rector are confident in her safety.

-Sharing the Peace will be done by bowing to those not from their own household. Social distancing disallows mingling before and after the service.

-Bulletins will be placed by ushers with sanitized hands on open pews to be taken home or collected by gloved/masked ushers for recycling.

-Adult/Child Formation classes may resume once we have developed protocols that have Diocesan approval. (Nursery use by one household at a time will be determined case by case as long as we can be confident that protocols are being kept.)

-Celeste back to regular office hours

-Vestry may meet in person, pending vestry choices and only continuing use of masks, physical distancing and practices to ensure safety

-Renters Back (AA, Alanon, Co-dependency Anon; 3 Tree Quilters) if and only if they have written safety protocols in coordination with and approved by St. Elizabeth.

### **PHASE IV**

-Masks

-Physical Distancing for High Risk population

-Eucharist following Diocesan guidelines

-Singing/music (Possibly either Joan playing prelude, postlude and communion music by herself, or cantors singing, facing each other by themselves.)

-Coffee Hour resumes (w/precautions)

-Vestry/Rector creating phased re-entry actions to prepare for next phase. Currently include:

- Review and comply with any changed or new guidelines given by the Bishop's Office.
- Create and launch communication plan for Phase IV, including physical distancing requirements, changes to Eucharist, liturgy, congregational singing, meetings and so forth.