

St. John the Baptist COVID-19 Safety Plan Fall 2020 (Updated)

The Department of Labor & Industries (L&I) requires employers to provide a safe and healthy workplace and to implement the Governor's proclamation to ensure coronavirus prevention. This site is committed to follow to same procedures for staff, parishioners, and volunteers.

We must ensure social distancing for all; frequent and adequate handwashing; and that sick people stay home. As both an Employer and Church, we will provide basic workplace hazard education about coronavirus and how to prevent transmission in the language best understood by all.

This site specific COVID-19 Safety Plan is developed as a result of State of Washington Proclamation by the Governor 20-25.4 which amends Proclamations 20-05, 20-25, 20-25.1, 20-25.2 and 20-25.3.

Additional information related to this proclamation are in the following documents:

- Safe Start Washington – Phased Reopening County by County May 31, 2020
<https://www.governor.wa.gov/sites/default/files/SafeStartPhasedReopening.pdf>
- Safe Start – Washington's Phased Reopening – May 29, 2020 (summary document)
https://www.governor.wa.gov/sites/default/files/Safe%20Start%20-%20Washington%20Phased%20Reopening_FINAL.pdf

In order to administer the COVID-19 Safety Plan for this location, the State of Washington has issued the following documents:

- Phase 1 and 2 Religious and Faith Based Organizations COVID-19 Requirements
https://www.governor.wa.gov/sites/default/files/COVID19Phase1and2ReligiousAndFaithBasedGuidance.pdf?utm_medium=email&utm_source=govdelivery
- Phase 2 Professional Services COVID-19 Requirements
<https://www.governor.wa.gov/sites/default/files/COVID19Phase2ProfessionalServicesGuidance.pdf>
- Phase 3 Professional Services COVID-19 Requirements <https://www.governor.wa.gov/news-media/inslee-announces-updated-religious-and-faith-based-services-guidance>

Additional Resource:

- Coronavirus (COVID-19) Prevention: General Requirements and Prevention Ideas for Workplaces
<https://www.lni.wa.gov/forms-publications/F414-164-000.pdf>

This Site specific COVID-19 Safety Plan has four elements: COVID-19 Supervisor, Control, Mitigation and Exposure.

COVID-19 Supervisor

The Supervisor for this site is the Safety Program Manager. In the event it is not possible for the manager to be present on site when occupied, they can delegate the supervisor duties to another person(s) as long as the Safety Program Manager is available by phone. The supervisor duties include:

- Assure implementation and compliance with the COVID-19 Safety plan and retain plan in Safety and Accident Prevention Program

***At St. John the Baptist, the Rector is the COVID-19 Supervisor. Other staff members or vestry wardens may be appointed to this position if the Rector is not in the building.**

Control

Training

Supervisor

- Assure all employees and parishioners/volunteers who organize or assist in parish activities (i.e. liturgical ministers, ushers, greeters, hospitality ministers, office help, etc.) are trained.

Employees

- Employees must review the Basic Employee Training on the COVID-19 Infection Prevention.
- Record of this training is documented and retained in employee personal file.

Parishioners or Volunteers

- All Parishioners or Volunteers who organize or assist in parish activities (i.e. liturgical ministers, ushers, greeters, hospitality ministers, office help, etc.) must attend an online Safety Training on COVID-19 Infection Prevention.
 - Record of this training is documented and retained in the database.

Health Screening

Everyone must self-screen for signs and symptoms of COVID-19 before arriving on campus.

Note: Request employees, parishioners, and visitors to take their temperature before coming to the site. Any individual with a temperature of 100.4°F will not be permitted to attend the service or attend work at the organization.

- 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 the site.
- People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Ask these questions to everyone:

Have you had any of these symptoms recently that is not attributable to another condition?

- Cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms

- Fever
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
- Temperature check on all staff and volunteers.

Signage

- Front door signage with instructions for visitors and delivery personnel including encouraging visitors to wear face covers will be posted.
- COVID-19 safety information and requirements such as CDC, DOH, OSHA posters will be posted inside and outside.
- Tape markings are on the narthex floor to show 6 feet of distance between visitors.

Mitigation

PPE Utilization

- Face coverings are required, except by those who are 2 and under or have medical reasons which prevent wearing one. Please wear a face covering the entire time you are on church property (including outside).
- Face coverings are available if you need one.

On-Location Physical Distancing

- Households may sit together.
- People must sit six or more feet apart as indicated.
- Aisles in the church are one-way. Please enter using the center aisle and exit down the side aisles.
- All books, pens, and hymnals have been removed from the pews to minimize surfaces that are touched and need cleaned. You are invited to bring your own Book of Common Prayer or follow the bulletin on your personal device. The WIFI password will be posted.
- No handshakes or hugs for the time being. Be creative in the ways we acknowledge one another without touching.

- Everyone is encouraged to consider touch-free online giving. If you bring a check or cash, you may place it in the offering plate as you enter the church.
- The congregation will be dismissed one row at a time from the back to the front to allow for distancing while leaving the building.
- 2 people at a time in the restrooms. If there is a line, please wait in the hall allowing for at least 6 feet between people. This floor will be marked to show distance.
- Meeting spaces
 - All small meeting rooms, except the Parish Hall, are closed for group use. These spaces can be used if adequate distance is maintained (6 feet) between individuals and if scheduled through the Parish Office.

Kitchen Use

- The kitchen is closed for food or beverage preparation and storage.
- The sink may be used for handwashing. Please use a paper towel when turning the faucet on or off.
- Only one person at a time should enter the kitchen.
- Microwave, coffee maker, refrigerator, and toaster oven are offline and cannot be used until further notice.
- No disposables or dishes may be used from the church kitchen

Routine and Frequent Cleaning is Required

Sanitation

- Clean immediately before and after all gatherings.
- Frequently clean often-touched objects such as doorknobs, light switches, and stair railings with disinfectant.
- Two cleaning teams between services: Church Team cleaning pews and wood surfaces and Building Team cleaning bathrooms, doorknobs, light switches, stair railings, etc.
- The Cleaning Team will have a Cleaning Captain on each crew who will be responsible for cleaning supplies, disposable gloves, and directing traffic.

Employers must:

- Ensure floors, counters, and other surfaces are regularly cleaned with water and soap, or other cleaning liquids to prevent build-up of dirt and residues that can harbor contamination.
- Make sure high-touch surfaces are properly disinfected on a frequent or periodic basis using a bleach solution or other EPA-approved disinfectant (see link to CDC cleaning guidelines below).
- Ensure employees follow effective cleaning procedures and use protective gloves and eye/face protection (e.g. face shields and/or goggles) when mixing, spraying, and wiping with liquid cleaning products, like diluted bleach.
- Make sure shared work vehicles are regularly cleaned and disinfected.

- Keep Safety Data Sheets (SDSs) for all disinfectants on site.
- Don't mix chemicals — many are incompatible; and be sure to dilute and use chemicals per manufacturer specifications.

Ideas for all workplaces:

- Follow cleaning guidelines set by the CDC. www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html
- Be sure to wash and rinse visible dirt/debris from equipment, tools, and other items before disinfecting.
- Cover fabric and rough surfaces with smooth materials so they are easier to clean.
- Provide alcohol-based sanitizers around the facilities.

Hygiene

- Touch-free hand sanitizer dispensers are at the entrance.
- Each bathroom is equipped with plenty of soap, water, and paper towels.
- Disposable face tissues are in each pew and there are closed bins for used tissues.
- Signs are displayed with advice on physical distancing, hand hygiene, and respiratory etiquette.

Exposure

Incident Reporting and Exposure Response Procedures

- Reservations will be requested for services.
- A record of those who attended each service will be kept for 21 days.
- If you have attended church in the past 14 days and you test positive for COVID-19, you are requested to contact The Rev. Kate Wesch. Your identity will remain anonymous.

In the event an employee, or anyone else has come onto the site, and later reports testing positive for COVID-19, we will follow these procedures:

1. Rector gathers information related to the date, time on site and people with whom the infected person had contact.
2. Rector will contact the local health department to determine next steps with those who had contact with the individual and recommendations on cleaning.
3. Rector will contact the Diocese to discuss Health Department requirements and next steps for communication, building cleaning, etc.

Communications

Sample of Language to be used in Communications around returning to in-person worship. For use in e-newsletters and bulletins.

We have carefully thought through and implemented ways to minimize risk in our gathering. However, we are still in the middle of a pandemic and every gathering involves risk because of that. If you are in a higher risk category for serious effects of COVID-19, we respect that you have choices to make about ways to manage that risk and an outdoor/indoor gathering of (X) people may not be a risk you are able to take. We will continue to offer worship and connection times virtually moving forward for those who prefer to participate in that manner.

Returning to In-person Worship in Phase 2 or 3 Liturgical Practice

A. Eucharist:

1. Proper precautions with distancing will be utilized as clergy and Eucharistic Ministers prepare for and distribute Eucharist.
2. The presider alone will set the table and will handle the vessels.
3. The presider will wash their hands before and during the service (including before setting the table and beginning the consecration prayer.)
4. The presider will celebrate wearing a mask. The bread or wafers will also be covered.
5. The presider will consume after all have received.
6. Those who receive will sanitize their hands before receiving.
7. The bread/wafers will be placed in vessels on the altar spaced six inches apart. The bread will not be consumed by those receiving until they are at their seat.
8. All participants in the liturgy will be masked.

B. Baptism:

1. Only the presider is allowed to perform manual acts (blessing the water, baptizing, anointing), and only the presider may touch the water.
2. Water will be put into the bowl used at the time the water is blessed. Water will be extracted from the font before the baptism for aspersions.
3. The presider will wash her hands before the blessing of the water and before each baptism. Only one household will be baptized at each liturgy of baptism.
4. All water will be discarded prior to the end of the liturgy.
5. The liturgy will be livestreamed. All in-person participants will be masked throughout (with the exception of infants).

Returning to Church, Parishioners can expect to:

- use an online reservation system
- wear a mask during the entire service and traveling to/from your car
- wait in line
- have a health check prior to entrance
- to see empty pews, devoid of bulletins, prayer books or hymnals
- not have specialized programs, like the Nursery and Sunday School, for children and youth
- use online giving for offertory
- have contact-less "Peace"
- have no bread & no wine communion
- enter/exit single file, following one-way routes through the sanctuary
- worship and return home, without having Coffee Hour
- practice grace & patience with staff, volunteers, and one another while enjoying each other's distant company!!

Indoor Gathering:

I. Set up:

- A. All participants are masked.
- B. Seating markers are set up in advance in pods, 6 or more feet apart.
- C. An offering plate for "no touch" giving is set at the entry.

II. Attendees:

- A. Reserve their place via SignUp Genius and check in at table upon entry. Masks are available on request and provided at entryway table.
- B. Verbally asked to confirm they have no symptoms and temperature is taken upon entering.
- C. Are instructed not to touch one another, and to acknowledge one another's presence from a distance.

III. Liturgy:

- A. Bulletins will be printed and set in chairs at least three days in advance.
- B. Music is instrumental or solo. Congregants will sing behind a mask.
- C. Eucharist is not part of morning/evening prayer.

IV. Clean up

- A. A clean up team of employees/volunteers will sanitize pews and high touch surfaces.
- B. Staff will keep sign in sheets.