

St. Hugh of Lincoln Episcopal Church
Allyn, Washington
Plan for Re-opening
Dated October 12, 2020

- I. Plan for re-opening
 - A. As of October 12, 2020, Mason County is in Phase III.
 - B. St. Hugh is holding outdoor Sunday Morning Prayer services without Eucharist in a drive-in, parking lot format at the end of September and beginning of October.
 - C. St. Hugh will begin indoor prayer gatherings without Eucharist in mid-October. Once entry and seating protocols can be met safely and comfortably during October, Eucharist will be reintroduced.

- II. Supervisor: At St. Hugh Church, the COVID-19 Supervisor is the Senior Warden. When the Senior Warden is unavailable to act in that capacity, a member of the clergy or the vestry warden may be appointed to the role.

- III. Control: The Supervisor will ensure that all staff members and volunteers receive appropriate training on COVID-19 infection prevention.
 - A. Health Screening:
 1. Everyone, employees, volunteers, guests, and contractors must self-screen for COVID-19 symptoms before arriving on site.
 2. Employees, volunteers, and contractors are requested to take their temperature before coming onto the site. Everyone will have their temperatures taken before entering the building. Any individual with a temperature of 100.4°F or higher (or any individual with a household member who has symptoms of or who has been diagnosed with COVID-19) will not be permitted to participate in activities on site. Temperatures will be taken, recorded, and documented.
 3. Collection of Event Disclosure and Screening Forms for Public Gatherings
 - a. Employees, volunteers, contractors, and guests coming on site will sign an Event Disclosure and Screening Form certifying that they have not had symptoms or been exposed.
 - b. A unique Event Disclosure and Screening Form must be completed and signed by every individual whenever they participate in any public gathering held at St. Hugh Church.
 - c. Forms will be available in hard copy whenever the building is open for a public gathering. Forms will also be provided electronically to be completed by those planning on coming on-site.
 - d. All forms must be completed by each attendee, signed in person prior to participating in any public gathering, and submitted to a church official prior to entering the sanctuary.
 - e. The signed Event Disclosure and Screening form includes visitor name and contact information and specifically asks if they have had any of these symptoms recently that are not attributable to another condition?
 1. Cough
 2. Shortness of breath or difficulty breathing

3. Or at least two of these symptoms:
 - Fever
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
- f. The form will include a consent to be signed by each person agreeing that he/she understands their attendance can pose a risk to them and that if they are a high risk person, as defined by the CDC, they should stay home and avoid participation.
4. Storage of Event Disclosure and Screening forms
 - a. All collected forms will be placed on the office staff's desk at the conclusion of the public gathering.
 - b. The office staff will keep the completed Event Disclosure and Screening forms for 21 days; if an exposure to a confirmed case of COVID-19 is reported, the forms will be used to contact individuals who were in attendance with the infected individual and will be shared with the Mason County Public Health Department on request.
 - c. After 21 days has elapsed, all archived forms will be destroyed

B. Signage:

1. Front door signage provides instructions requiring all visitors without medical exceptions to wear face covers.
2. When people enter the building, signage inside the building reminds them to maintain six feet of distance. Tape has been placed on the floor to mark off six-foot distancing requirements.
3. Signs ("Stop the Spread...") from the CDC are posted in the narthex, restrooms, and are also posted outside the entry doors.

IV. Mitigation:

- A. Face coverings are required except by those who are under two years of age or have medical conditions that prevent wearing one. Those over two years of age with medical conditions preventing them from wearing a mask are asked to provide a doctor's note. Everyone is expected to wear a face covering the entire time they are on site, including outside. Contractors working outside with at least twelve feet of distance between any other person are not required to wear a face covering.
- B. Face coverings are available by request.
- C. On location physical distancing:
 1. Households may sit together.
 2. People must sit six or more feet apart – chairs have been placed accordingly.
 3. No handshakes or hugs are allowed for now. We will need to be creative in the ways we acknowledge and greet each other.
 4. We encourage all to consider online giving or mailing in a check. If a check or cash is brought to the service, it may be dropped in a no touch offering basket.

5. A maximum of two people at a time are allowed in the restroom. If there is a line, people will wait in the hall and allow six feet between people.
 6. Tape or other markings have been made on the floor where people are likely to line up (entry halls, halls to restrooms, etc.) to indicate six-foot intervals.
 7. All downstairs rooms, as well as the kitchen, are closed to public use.
- D. Sanitation: Routine and frequent cleaning is required.
1. All common spaces (nave, narthex, bathrooms) will be cleaned before and after all gatherings.
 2. All books, including hymnals, prayer books, and bulletins have been removed from our common spaces to aid in cleaning.
 3. "High touch" surfaces and objects such as doorknobs, light switches, and copier keypads will be cleaned before and after all gatherings. Alcohol wipes will be made available for use near high touch surfaces.
 4. Cleaning has been contracted out to a professional cleaning company with responsibility for:
 - a. Ensuring floors, counters, pews/chairs 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.
 - b. Properly disinfecting high touch areas on a regular basis using a bleach solution or other EPA approved disinfectant.
 5. Alcohol-based sanitizer, including hand sanitizer, is provided at the entrance and in the nave, narthex and restrooms.
 6. Each bathroom has plenty of soap, hot water, and paper towels.
 7. Signage demonstrates and encourages physical distancing, hand hygiene, and respiratory etiquette. Hand washing is required:
 - a. Whenever entering (or reentering) the church.
 - b. Before and after using the restroom.
 - c. After cleaning any surface.
 - d. After sneezing or coughing.
 8. The entry table will be overseen by two volunteers, who ensure that all attendees have their temperature taken and submit a signed Event Disclosure and Screening form. As stated above, all volunteers are required to have their temperature taken, sign an Event Disclosure and Screening form and wear a mask. The entry table will include:
 - a. Signs regarding COVID and precautions.
 - b. Hand sanitizer and extra facial masks.
 - c. No-touch basket for collecting Event Disclosure and Screening forms.
 - d. Paper copies of the Event Disclosure and Screening forms along with a marked container for sanitized pens and a marked container for used pens.
 9. Tissues and no touch waste receptacles are placed throughout the location.

V. Exposure:

A. Incident Reporting and Exposure Response Procedures

1. A record of those who attended each service will be kept for 21 days.
2. If a person has attended church in the past 14 days and tests positive for COVID-19, they are requested to contact the Supervisor or one of St. Hugh's clergy members. Identities will remain anonymous.
3. St Hugh Church may learn about an exposure to a volunteer or employee who has tested positive for COVID-19 from the individual or from a third party such as the Mason County Public Health Department. All such notifications will be directed to the Supervisor. The Supervisor will notify the Mason County Health Department if that department has not been notified. The identity of the individual who has tested positive for COVID-19 will not be revealed except to the Health Department and only if an official request to do so is received. Upon learning that an employee or volunteer tested positive for COVID-19 and worked in person in St. Hugh's building, the Supervisor will undertake the following:
 - a. Confirm that the individual who has tested positive is in contact with their personal physician and is self-isolating for at least 14 days.
 - b. Inform the individual who has tested positive that St. Hugh will be cooperating with the Mason County Public Health Department as needed to assist in containing further spread of the disease.
 - c. Identify all instances within the preceding 21 days that the individual who tested positive was in close contact with others at St. Hugh.
 - d. Retrieve all Event Disclosure and Screening Forms collected those dates.
 - e. Contact all individuals who submitted those Event Disclosure and Release Forms to:
 - let them know they may have been exposed to COVID-19 while at St. Hugh Church,
 - recommend they contact their personal physician, Urgent Care center, or Emergency Room to be tested and to self-isolate for 14 days after the exposure.
4. The Supervisor will contact the Diocese to discuss Health Department requirements and next steps for communication, building cleaning, etc.

VI. Liturgical Practice:

- A. Eucharist: Protocols and Guidelines for the distribution of Eucharist through Phase III as provided by the Diocese of Olympia will be followed. These include:
1. Proper precautions and all PPE and distancing guidelines will 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. All linens, including the pall should be cleaned thoroughly before and after each use.
 2. Everyone in the service, and in the altar party, should always wear masks. Only the one speaking at any time may remove their mask.
 3. The Presider alone will retrieve all the elements, vessels, etc., and will set the table.
 4. Presider will 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.
 5. In setting the table, the Presider will use the pall to cover all wafers, and only expose the priest host. The main point here is to stop droplets that may come from the Presider.
 6. Priest host will only be touched and consumed by the Presider.
 7. No one else should stand near the Presider at the altar.
 8. For distribution, the presider will either consume the priest host before distribution or set it aside to consume after all have received.
 9. Wafers are then placed at least 6 inches apart in a line around the sides and front of the altar. Presider should make every effort not to touch the linen if possible.
 10. If there are issues about accessibility another table will be put at floor level upon which the Presider will also place wafers.
 11. After Presider has placed these first wafers on the table, the ushers will begin to allow the congregants to come forward one at a time, all the while keeping social distance.
 12. Before approaching the altar EVERY PERSON receiving should sanitize their hands, allowing them to dry, before going forward.
 13. Every person should take one wafer, and NOT consume it until back at their seat. At that point they can remove their mask and consume the wafer.
 14. Hand sanitizers will be placed in every pew or aisle so that people can sanitize after consumption if possible and if desired.
 15. We will NOT use real bread during this time.
 16. There will be no wine offered to anyone.

Other protocols include:

1. Congregational singing with masks on is permitted in Phase III, but no choir.
2. Readers and sermon-givers speak into a microphone at the pulpit.
 - a. An antiseptic wipe is used to clean the microphone after each speaker steps away from the mic.
 - b. Each speaker will leave and sit down before the next speaker comes forward.
3. A basket for "no touch" giving is set at the entry.

- B. Outdoor Morning Prayer Service – A drive-in parking lot service in St. Hugh’s parking lot.
1. As cars arrive, they are guided to parking places approximately 10 feet apart. (Parking attendants wear masks and use body language and gestures, primarily, to give parking instructions.) Congregation members stay in their cars for the entire service and leave immediately after the conclusion of the service. There is no Eucharist. No food or drinks are provided.
 2. The building is closed to public access. People may enter the building only to use the restroom. Only two individuals allowed in each restroom at a time. Participants must physically distance if waiting in line.
 3. An outdoor speaker system with two microphones is set up under the covered awning by St. Hugh’s front door. The mics are on stands; each stand is at least 25 feet away from the first row of cars and 15 feet away from each other. An antiseptic wipe is used to clean the microphone after each speaker steps away from the mic.
 4. Each speaker will leave and sit down before the next speaker comes forward. Chairs for the altar party are placed at least 10 feet away from each other. All participants will be wearing masks and will only remove the mask when speaking into the microphone.
 5. No handouts are provided. Congregation members are asked to bring their prayer books from home. (Prayer books were given to those who did not have them to take home and use throughout our COVID-19 restricted services.) Music sheets, readings and prayers are sent electronically, the day before the service.