

The Episcopal Church of the Good Shepherd

Novel Coronavirus/COVID-19 Protocols for Use of Our Church Space

v. October 8, 2020

The vestry of Good Shepherd approved the plan in this form on October 13, 2020.

The following has been prepared to guide Good Shepherd in following Washington state and Diocese of Olympia requirements to prevent the spread of the novel coronavirus as we resume some degree of building use and/or in-person worship.

Although the protocols were developed with worship in mind, the majority can be utilized regardless of the level of building use. For example, distancing and cleaning protocols should be utilized any time there is reopening of any church building space – by a church committee or prayer group, AA groups, worshipers, and whether it be by two, five, or fifty individuals. The same protocols apply to both indoor and outdoor spaces.

This document also assumes that childcare and coffee hour will be delayed until initial protocols are created and tested. Those protocols can then be developed leveraging the learnings from planning for initial building use and worship attendance.

In keeping with the dynamic nature of the pandemic, this document will be updated as additional information becomes available.

Protocols Required for Utilizing any Good Shepherd Building Space:

1. Signs reinforcing required protocols will be posted:
 - “Please Wear a Mask and Maintain 6 feet of Social Distance” posted outside entry doors: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering-building-entrance.pdf>
Note: Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance
 - “Wash your Hands” posted in restrooms and kitchens: <https://www.cdc.gov/handwashing/pdf/Handwashing-Middle-School-8x11-p.pdf>
 - “Stop the Spread” and “How to Protect Yourself and Others” posted outside Seaman Hall for Saturday Meal recipients and on the front counter of the church office: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf> and <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>
2. Confirm that any organizations currently utilizing the church building or facilities:
 - Have Church of the Good Shepherd listed as an additional insured on their liability policy with coverage of at least \$1 million.

- Agree to indemnify The Episcopal Church of the Good Shepherd for claims arising from their operations at our facilities. This may be documented in the building use agreement.
3. All organizations utilizing church space will follow Good Shepherd’s cleaning and disinfecting protocols, adopted directly from CDC guidance for community organizations:

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
 4. To assure maximum ventilation and air filtering is provided:
 - a. Central HVAC filters upgraded to MERV 13 compatible filters
 - b. Central HVAC fans set to “always on” in buildings being utilized when heat not required. Facilities advises the fan cannot be “always on” for heat.
 - c. Windows opened in rooms during use whenever possible to assure maximum airflow
 - d. If ceiling fans exist in rooms utilized, turn fans on to improve airflow but minimize air from them blowing from one person directly at another person to reduce the potential spread of any airborne or aerosolized viruses.
 5. Assure at least 6 feet of social distance is provided for each attendee in all rooms utilized, per the diagrams of Seaman Hall and the Good Shepherd Nave in Appendix 1. In the nave diagram pews listed as “open” are the only pews to be utilized for seating.
 6. Assure access to restrooms is considered. Depending on the function and users, restrooms can be clearly marked “Closed” and attendees made aware that there are no available restroom facilities. If the restrooms are made available, the following protocols shall be adhered to:
 - a. Post “Only One at a Time” on the restroom doors.
 - b. “Please Wait Here” signs are posted at 6-foot intervals from the restroom entry door in the area adjacent to the restrooms to assure social distancing when people are waiting to use the facilities.
 - c. Assure disinfecting wipes are present in the restroom with a sign, “Please Disinfect what you Touch” posted.
 - d. Open restroom windows in the restrooms adjacent to Seaman Hall (and assure closed at the end of the event).
 - e. Restrooms are to be thoroughly cleaned and disinfected at the end of the event and/or day if utilized.
 7. Any group or organization utilizing Good Shepherd space shall develop and administer protocols to assure the following requirements are adhered to:
 - a. Appointing/designating a COVID-19 supervisor to monitor the health of attendees and enforce the COVID-19 safety plans
 - b. Require meeting/event registration to assure the number of attendees does not exceed social distancing requirements

- c. Obtain and retain records of all meeting attendees and their contact information to facilitate contact tracing in case of infection. These records must be maintained for 21 days, as required by the state
 - d. Assuring Good Shepherd cleaning and disinfecting protocols are followed:

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.htm>
8. If someone starts to feel ill, begins to exhibit symptoms, or reports being diagnosed with COVID-19, immediately:
- a. If at the church, ask the person(s) to immediately go home and call their medical provider for direction
 - b. If unable to immediately drive home, isolate them in their vehicle if they are not suffering nausea, vomiting or diarrhea. If suffering nausea, vomiting or diarrhea isolate them in a restroom and mark it off limits to others.
 - c. If unable to drive themselves home or have someone pick them up, call 911. We will not jeopardize others by asking someone to drive the sick person home.
 - d. Mark any area the sick person was occupying as off limits
 - e. Advise our Pastor of the event
 - f. Follow the instructions in Appendix 2, "What to do if someone becomes sick or is diagnosed with COVID-19"
 - g. Wait 24 hours before cleaning and disinfecting the area following CDC/Good Shepherd protocols: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

Protocols to be Utilized for Resuming Worship in the Nave (in addition to those above):

1. Remove pew cushions from the nave to facilitate pew disinfection before and after each service
2. Remove all books, pens, notepaper, etc. from pews and other areas of the worship space. This also pertains to other areas/rooms of the church buildings that will be open to minimize the effort required for cleaning and disinfecting these rooms.
3. Deep clean the entire church, including floors, pews, bathrooms, kitchen, doorknobs, light switches, stair railings, microphones and all heavily, often touched surfaces.
4. Mark off pews as unavailable as outlined in the Nave seating diagram (Appendix 1)
5. Assure the baptismal font is empty of water
6. Create a "no touch" offering station for parishioners to drop their offerings, replacing passing the offering plate (baptismal font?)
7. Assure all information worshipers need for the service are included in the materials to be projected overhead, replacing the service program

8. Place disposable tissues and no-touch trash receptacles in the narthex, nave, and any other spaces utilized for worship. Assure there are enough to facilitate easy access by worshippers
9. Install CDC approved anti-bacterial dispensers outside the narthex doors and at the nave door for attendees, and at the front of the church for priest/attendees
10. Assure the following are available for ushers:
 - 1) Disposable gloves
 - 2) No-touch thermometers for fever checks as worshippers arrive
 - 3) A supply of sanitary, individually packaged masks to provide worshippers who arrive without one. Note: Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance
 - 4) COVID-19 Release Forms for Services and Events (Appendix 3)
 - 5) Printed copies of “How to Protect Yourself and Others” and “What To Do if You are Sick” for those who resist wearing a mask or have symptoms:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>
11. Post required signage on the exterior porch at the narthex entry. These should be posted centrally on a post or easel that attendees must walk around to assure visibility:
 - Face coverings and physical distancing required:
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering-building-entrance.pdf>
 - Do not enter if you have symptoms: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/StayHomeFromWork.pdf>
 - Add “No handshakes or Hugs, Bow instead” to the above signage.
12. Set out “Please wait here” signs at 6-foot intervals along the narthex entry and front sidewalk to assure social distancing of those waiting to enter for the service.
13. Obtain/confirm the most recent diocesan protocols regarding communion and singing and share with our Pastor, Music Director, and service attendees to assure adherence. Diocesan issued protocols for communion and baptism through phase III are included as Appendices 5 and 6.
14. As weather permits, open windows to increase air flow inside the nave before attendees arrive. Advise ushers if anyone is medically unable to wear a mask to set them near an open window with air exiting the nave.
15. No processional entry. The rector and service attendants enter from the side door vs. processing from the back to the front of the nave.
16. The rector reminds attendees of what has been completed to prepare the space and highlight our masking, distancing, and disinfecting protocols. Also, of no handshakes,

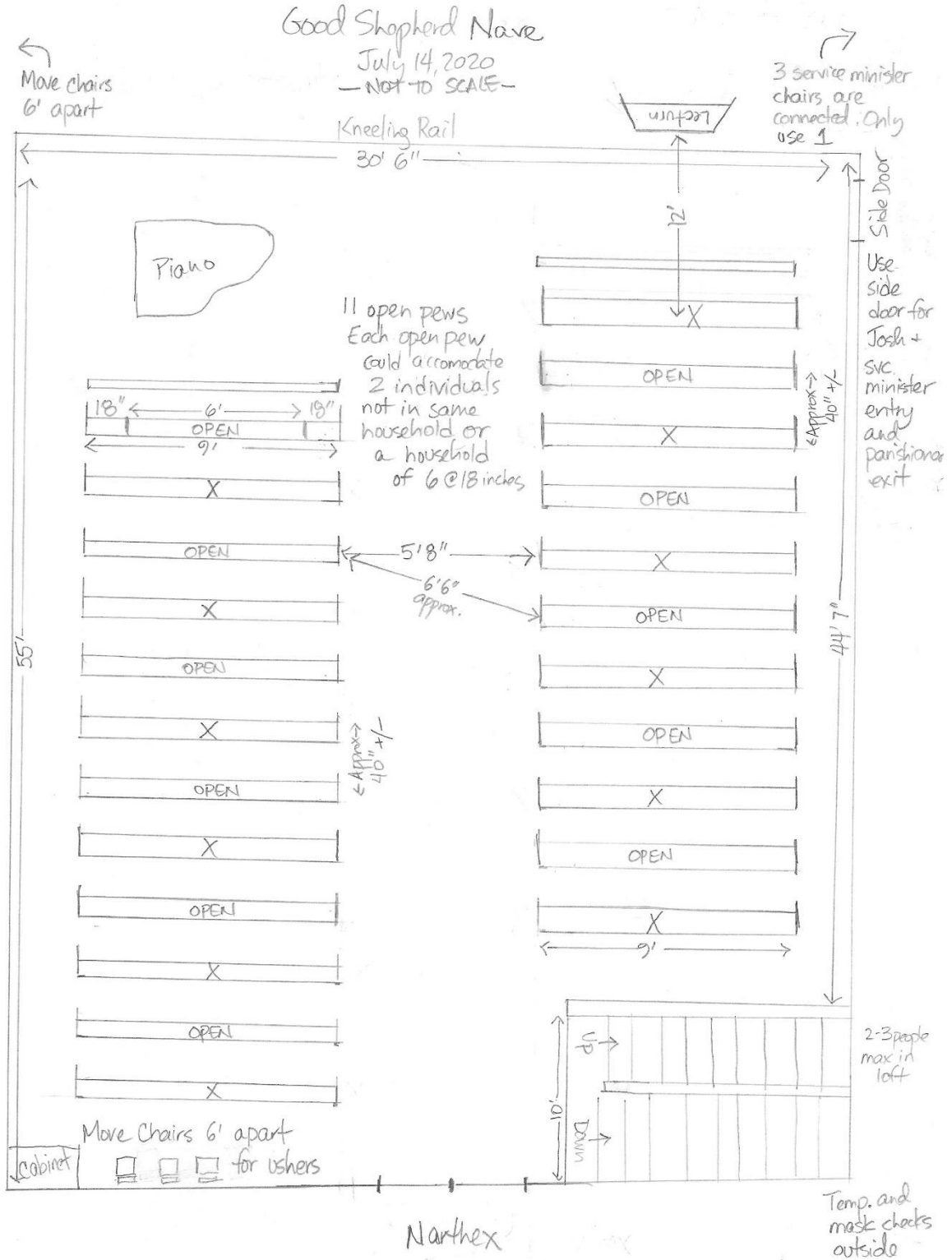
hugging or other touching and that failure to adhere will require the service to immediately end and attendees dismissed.

17. The rector asks attendees in the front half of the church to exit after the service out the side door at the front of the nave. Those in the rear half of the church exit through the rear doors. Remind of social distancing needed when exiting and to avoid creating a backup.
18. The above procedures have been operationalized in the workflow document for worship registration and attendance in Appendix 4

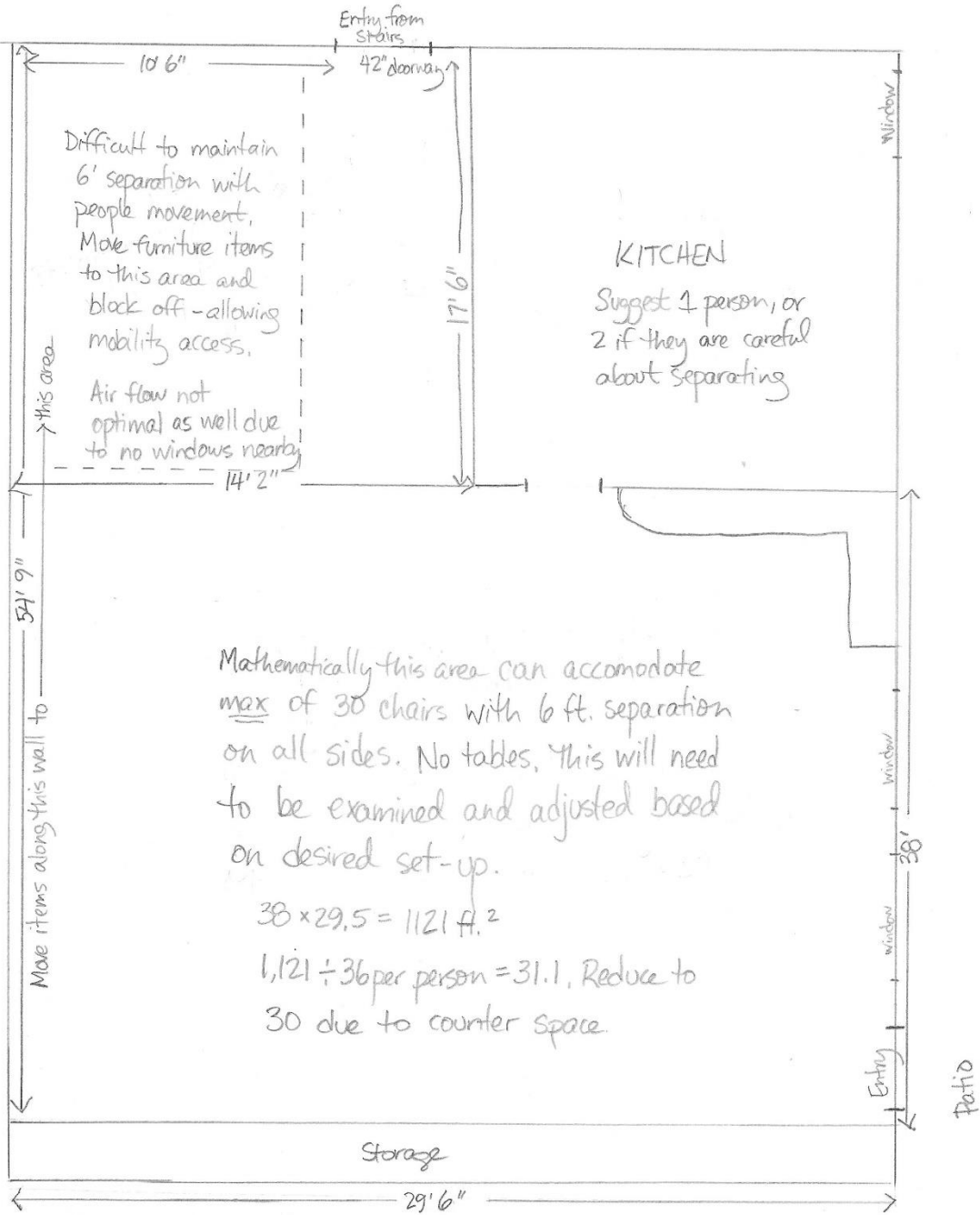
Reflect and Adjust Protocols:

1. Assign a planning committee member to observe and assist ushers as we begin welcoming others back into our space.
2. Solicit input from the rector, ushers, volunteer cleaners and others involved in reopening planning and execution.
3. Adjust protocols as needed
4. Build childcare and coffee hour protocols based on learnings
5. Upon the resumption of in-person events advise the Finance Committee chair, Karen White, to request that ministry leads revisit their budgets considering buildings reopening and in-person services resuming. 2021 budgets were originally planned based on remote only worship and events in 2021.

Appendix 1. Nave and Seaman Hall Seating Diagrams



Seaman Hall
 July 14, 2020
 - NOT TO SCALE -



Mathematically this area can accommodate max of 30 chairs with 6 ft. separation on all sides. No tables, this will need to be examined and adjusted based on desired set-up.

$$30 \times 29.5 = 1121 \text{ ft.}^2$$

$$1,121 \div 36 \text{ per person} = 31.1, \text{ Reduce to } 30 \text{ due to counter space.}$$

Appendix 2. What to Do if Someone Becomes Sick or is Diagnosed with COVID-19

July 30, 2020

<https://www.kingcounty.gov/depts/health/covid-19/community-faith-organizations.aspx>

The above page for community and faith-based organizations has a link entitled, “What to do if an employee or volunteer is diagnosed with COVID-19.” It leads to the following page regarding food workers. Although not food workers, the same reporting requirements apparently apply:

<https://www.kingcounty.gov/depts/health/covid-19/workplaces/food-establishments/food-workers.aspx>

The following is the information needed and steps to take in the event that a food worker has been tested positive for COVID-19.

1. **Immediately send the sick employee home.** A person who has tested positive for COVID-19 should remain under home isolation precautions for **10 days after symptoms begin OR until 24 hours** after fever is gone and symptoms get better, whichever is longer.
2. Any staff that **HAVE been in close contact** with the sick person, but who are **not** presently sick, should **NOT go to work for 14 days** after their last close contact and quarantine themselves. They should watch for symptoms: cough, shortness of breath, or difficulty breathing, fever, chills, muscle pain, sore throat, or a new loss of taste or smell. This list is not all possible symptoms. Close contact includes **being within 6 feet of a sick person with COVID-19 for about 15 minutes**.
3. If staff have **not been in close contact** with the sick person, and are **not** sick, they are considered to be at low risk for infection. They can continue to go to work, but should monitor their health for 14 days and stay away from others if they get sick.
4. If staff **have symptoms**, but **have not been exposed** to someone with COVID-19 and have **not tested positive** for COVID-19, they should stay home away from others and avoid public places until **24 hours** after the fever is gone and symptoms get better.
5. If workers have symptoms of COVID-19, they should get tested. If they don't have a doctor, call the King County COVID-19 Call Center at 206-477-3977 for assistance. If they do have a doctor, call them to get a test.
6. Cleaning, sanitizing and ventilation:
 - If possible, wait 24 hours from the last time the sick employee was in the facility, before cleaning and sanitizing the area the worker spent most of their time, to minimize potential exposure for other employees.
 - During this period, open outside doors and windows to increase air circulation in these areas.Continue routinely cleaning and sanitizing all food preparation surfaces in the facility, and disinfect non-food preparation high touch surfaces, such as restrooms, floors, door handles, keypads, etc. Follow [CDC cleaning and disinfection recommendations](#) for non-food preparation surfaces.
7. Reporting cases and protecting employees' privacy: At this time, food business employers are not required to report a single COVID-19 case among employees to Public Health – Seattle & King County. The Health Department will be informed by the healthcare provider that conducted the employee's COVID-19 test.

Food businesses must notify Public Health within 24 hours if you suspect COVID is spreading in your workplace or if there are two or more confirmed or suspected cases among your employees in a 14-day period.

If one of your employees has been diagnosed with COVID-19 and may have been in close contact with others while infections, notify other employees they may have been exposed, but do not identify the person who is sick. [Report cases online](#).

Please review employee health policies and procedures with staff. Employee health policies should prohibit food workers from working in food establishments while sick.

Accordingly, if a single person is sick, they are to be sent to their doctor and no reporting is required. Reporting will be completed by that person's health care provider. If there are two or more confirmed or suspected cases within 14 days, Public Health must be notified within 24 hours.

The link to report online is: <https://redcap.iths.org/surveys/?s=C48H3AKJWR> and includes the following guidance:

Employers in King County in non-healthcare settings must notify Public Health – Seattle & King County within 24 hours if they suspect COVID is spreading in their workplace or if there are two or more confirmed or suspected cases among their employees in a 14 day period. Please use this form to report cases. If you need to report a suspected outbreak via phone, please call the King County COVID-19 Call Center at 206-477-3977.

The Episcopal Church of the Good Shepherd Federal Way WA

Appendix 3: 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", The Episcopal Church of the Good Shepherd in Federal Way, Washington 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 The Episcopal Church of the Good Shepherd 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 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 of adverse health effects and death and are strongly encouraged to stay home.

If you have experienced any of the above symptoms within 14 days prior to the event you plan to attend at Good Shepherd, or have come into contact with anyone who has shown signs of these symptoms or has tested positive for COVID-19 within the same 14 day period, you are not allowed to attend the event at Good Shepherd. If you are already on site, you are required to vacate the premises immediately and strongly encouraged to contact your medical care provider.

Cooperative Mitigation Policy

To ensure the health and well being of all persons entering the property and premises of The Episcopal Church of the Good Shepherd (which includes all exterior grounds, parking lots, and driveway aprons) for work or worship, all persons must individually consent to the following practices without exception:

- Bring a signed and fully completed Individual Attestation and Consent to Work/Participate form and deliver upon entry into the designated receptacle or usher. *(This is your ticket for entry. Those individuals without a signed and fully completed form will not be permitted entry. Pens will not be provided.)*
- Bring and wear a cloth face covering that always covers the nose and mouth completely (except those under the age of 2).
- Maintain physical distancing of at least six (6) feet between all persons not from the same household.
- Undergo a temperature check prior to entering the worship space. *(Those with temperatures of 100.4°F or greater will be required to vacate the premises immediately and are strongly encouraged to contact their medical care provider.)*
- Use hand sanitizer (provided) prior to entering the worship space.
- Refrain from physical contact and sharing of items with others (e.g., books, leaflets, pens, etc.).

- Understand that if anyone does not abide with this mitigation policy, the liturgy will end immediately, and the congregation will be dispersed.

Attestation and Consent

By signing below, I attest:

- That I have read completely and acknowledge all pages of the Individual Attestation and Consent to Work/Participate form.
- That I have not been in close or proximate contact with anyone who has had symptoms of COVID-19 or who has tested positive for COVID-19 within 14 days prior to the event date.
- That I have not tested positive for COVID-19 within 14 days prior to the event date.
- That I have not experienced symptoms of COVID-19 within 14 days prior to the event date, including but not limited to fever, fatigue, difficulty breathing, or dry cough (see description above).
- That I 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 I have not travelled internationally within 14 days prior to the event date.

And I consent:

- To the Episcopal Church of the Good Shepherd keeping this document on file for no less than 21 days after the event date for the purpose of contact tracing, should an exposure event occur.
- To accept the risks associated with community transmission of COVID-19 and other contagious or infectious diseases and the potential for exposure even with proper mitigation protections.
- To comply with the stated Cooperative Mitigation Policy and agree to leave the premises immediately in the event of non-compliance.
- To release The Episcopal Church of the Good Shepherd, Federal Way Washington, its staff and volunteers from any liability in the event that I am exposed and/or become ill.

Please fill out completely:

Name of Participant (please print clearly)

Participant Phone Number

Participant Email Address

Participant Signature (Parent or Guardian if under 18) Date

Event Information:

Church/Organization: The Episcopal Church of the Good Shepherd
 Event Location: 345 S. 312th Street, Federal Way WA 98003
 Event Venue: _____
 Event Description: _____
 Date/Time of Event: _____

The Episcopal Church of the Good Shepherd

Appendix 4: Workflow for Worship Registration and Attendance

Sept. 24, 2020

Each Friday

Parish Administrator (P.A.) creates Church Desk registration form for the following Sunday's service
Need to CLEARLY outline service date and 8:00 or 10:30 service
20 tickets available (leave 2 open for unexpected show-ups)
Registration form posted at 1:00 – 1:30 Friday
Noon on following Friday is cut-off for registration to facilitate printing list of attendees

Friday afternoon to following Friday at Noon

Parishioners begin completing and submitting form
Parishioners e-mail or call the **P.A.** to submit registration requests

Daily – Tuesday, Thursday, Friday

P.A. checks registrations received for household info
P.A. fills in the seating chart drawing reflected in Appendix 7
P.A. e-mails or US Post mails attestation/release forms (Appendix 3) to ticketholders
P.A. assures we will not exceed total of 50 attendees (phase 3), excluding Josh and Ruthann, but INCLUDING ushers, service attendants, and any other volunteers (cleaning/disinfecting volunteers are included if they plan to attend the service but not included if they will only enter after the service to clean/disinfect)
P.A. adjusts available ticket number based on registration requests received
P.A. checks waitlist and provides tickets that become available to those on the waitlist in order of submission and household size that can be accommodated

Following Friday - Registration Cut-Off (after 12:00 Noon)

P.A. e-mails or calls any registrants who cannot be accommodated. E-mail template:

Dear (name),

We regret to inform you that the ("worship service" or event name) on (date) at (time) you requested to attend has already reached maximum allowable seating capacity. Accordingly, we cannot honor your registration request. We apologize for this and hope you will join us at an alternate date and time.

Yours in Christ,

The Episcopal Church of the Good Shepherd

P.A. retrieves the "5 Sunday" accordion file from the narthex, e-mails and prints the registration lists and draft seating charts. She e-mails them to the assigned Ushers for the upcoming Sunday services.

Paper copies of the registration list and seating chart are placed in the "5 Sunday" accordion file, replacing the registration list, seating chart and release forms from the prior month. **P.A.** returns the accordion file to the narthex for the ushers on Sunday and shreds the prior month's registration list, release forms and seating chart.

Sunday Morning Well Before Service Start Time

The assigned **cleaning/disinfection volunteer(s)** disinfect all pews, door handles, light switches, microphone, and any other touched surfaces.

Cleaning/disinfection volunteers check to assure that anti-bacterial dispensers are present and filled at the narthex and nave entries and front of the church for the priest and attendants.

The **two assigned ushers** agree on who will serve as **COVID lead** for the service

Ushers review the registration list and seating chart draft for their service (8:00 or 10:30)

Ushers note how many open spots there are for unregistered arrivals (min of 2 per service)

Ushers set up narthex front porch signage (1. [Masks and Physical Distancing Required](#), 2. [Do Not Enter if you have Symptoms](#), 3. Adds “No Touching, Bow Instead” to the signs)

Ushers open nave windows and props nave/narthex doors open to minimize touching

Assigned **COVID lead** assures supplies are available:

1. Disposable gloves
2. No-touch thermometers
3. New, disposable masks
4. COVID-19 release forms (Appendix 3)
5. Pens (one container for sanitized, one for used pens)
6. And 7. Printed copies of [How to Protect Yourself and Others](#) and [What to Do if You are Sick](#)
8. Anti-bacterial dispensers at the narthex and nave entrances and at the front of the church for the priest and attendants
9. Disposable tissues and no-touch trash receptacles around the nave within easy reach of worshippers
10. No touch offering station

As they arrive, the **Priest** confirms neither he/she nor worship attendants have exhibited symptoms in the last 14 days or currently feels ill. **Priest** assures the COVID lead takes temperatures and receives release forms from worship attendants serving with him/her in the service.

Sunday Morning Worshiper Arrival

COVID lead takes temperatures as worship attendees arrive and collects release forms, assuring there is one for each attendee. This includes the priest, staff, and any volunteers in addition to the parishioners/worship service attendees. Records should reflect everyone present at the service for effective contact tracing. Couples must have separate forms for each adult and each parent lists their minor children on their signed form. Second usher assists as needed. This takes place on the front porch before anyone has entered the narthex entry doors. Those arriving without signed forms must complete one to be admitted.

Second usher escorts each party to their seat

Second usher updates seating chart with any changes

Ushers agree on any additional capacity for seating

Ushers collect information on any non-registered arrival and adds to attendee/registration list and seating chart, assuring the non-registered arrivals sign a release form as well

After all are seated, **COVID lead** advises priest service is ready to start

Sunday Service Begins

Priest and attendants enter through the side, nave door. There is no procession down the center aisle. **Priest** makes opening announcements – reminding attendees what has been completed to prepare the space for worship, reminds them to maintain 6 feet of distance, no handshakes, hugs or other touching, and options for greetings and passing the peace. Also, that if there is lack of adherence the service will immediately end and the congregation dismissed.

Service takes place as planned (monitor for changes to communion and singing requirements)

At the end of the service the **priest** makes any needed announcements, then advises worshipers that front half of nave will exit through side door, rear half through narthex, no coffee hour and to maintain social distance as worshipers depart.

Sunday Service is Concluded

Ushers monitor worshiper departure, reminding not to congregate and to maintain distance

Once all have departed, **cleaning and disinfection volunteers** disinfect all pews, door handles, light switches, microphone, and any other touched surfaces.

Ushers disinfect any pens in the used/touched receptacle and any other items they or others touched (signage, doors, thermometers, etc.). Their supplies are returned to the designated narthex or church office storage location

COVID lead attaches the 1. attendee/registration list, 2. signed release forms, and 3. seating chart. **COVID lead** prints and signs their name to attest to accuracy of the materials and adds the name of the second usher serving with them. These records are placed in the “5 Sunday” accordion file in the narthex in that corresponding Sunday’s slot (according to week of the month).

Appendix 5: Diocesan Protocols and Guidelines for Distribution of Eucharist through Phase III

- 1. 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. All linens, including the pall should be cleaned thoroughly after each use and certainly before 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 set the table. Try to keep all other hands out of this, including any altar assistants. This includes bringing items from the credence table. The Presider should simply go to retrieve all the elements, vessels, etc.*
- 4. 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. This should not be ceremonial washing but vigorous washing.*
- 5. In setting the table, the Presider should use the pall to cover all wafers, and only expose the priest host. If you want to use an additional covering you may but at least the pall. 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 side and front of the altar. Presider should make every effort not to touch the linen if possible.*
- 10. If there are steps or a concern about accessibility you can consider another table put at floor level upon which the Presider could also place wafers. This could also be used in larger settings to offer multiple access points to communion.*
- 11. 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, all the while keeping social distance. You might consider putting marks with tape on the floor to show six feet distance and offer some guidance.*
- 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. If possible, sanitizer could be in every pew or aisle so that people could sanitize after consumption if possible and if desired.*
- 14. You are highly encouraged NOT to use real bread during this time. If you choose to you must follow the above guidelines but can only distribute by putting bread into a dixie cup or similar.*
- 15. There is to be no wine offered to anyone other than the Presider until at least Phase IV. More guidelines will come as we get to that phase*

Appendix 6: Diocesan Protocol for Administering Baptism through Phase III

- 1. For baptism, only one Presider is allowed for all manual acts, blessing the water, baptizing, anointing, etc.*
- 2. Water should not be put into the font until the actual blessing of the water.*
- 3. Only the Presider may touch the water.*
- 4. Presider will vigorously wash their hands and sanitize before the Blessing of the Water and will repeat this action before and after each baptism.*
- 5. If aspersions are planned for the congregation, that water should be extracted from the font, in a dedicated bowl, by the Presider, before any baptisms take place and set aside for use for this.*
- 6. If there are multiple baptisms, you have several options when baptizing. You may take water in your hands and move away from over the font and pour the water over the candidate's head. Or you could use a separate bowl and walk to the candidate to baptize, trying not to let water fall off the head of the person, back into the bowl. If this does happen, please use a new bowl. In fact, it would be best to have a new bowl for each candidate.*
- 7. Presider only anoints. Wearing mask.*
- 8. Candles should either be not used during this time, OR you may light the candle, show it to the person, then blow it out and keep this to be sanitized after the service and given to the candidate. You could do all of this after the service if you wish.*
- 9. During this time there is to be no sprinkling of the congregation with the water in font or bowls used for baptisms. Only use the water set aside in the beginning.*
- 10. All water, in all bowls and the font should be discarded BEFORE the ending of the service*
- 11. Prior to the baptism you could send a link to the congregants with a card whereby people could download and print that includes the line, "Will you who witness these vows do all in your power to support this person in her life in Christ? We will. And ask people to write a message and mail it to the baptismal candidate, affirming their participation in the liturgy and the covenant and whatever other message of welcome and support they want to give.*

Appendix 7

***The Episcopal Church of the Good Shepherd
Nave Seating Chart***

Date: _____

Worship Service: 8:00 _____ **10:30** _____

Or other Church Event: _____

COVID Lead Usher Printed Name: _____

Second Usher Printed Name: _____

By signing below, I acknowledge that the seating chart, service attendee list and release forms are comprehensive and complete in representing those in attendance at the above service/church event

COVID Lead Usher Signature: _____

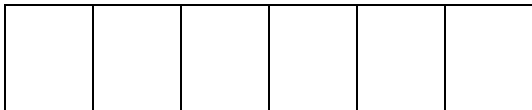
Piano



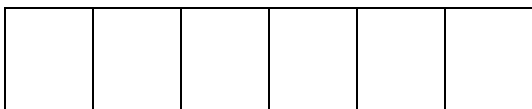
Pew Closed



Pew Closed



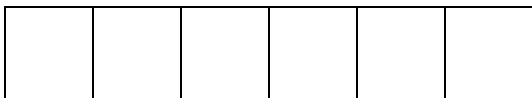
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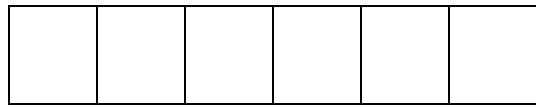


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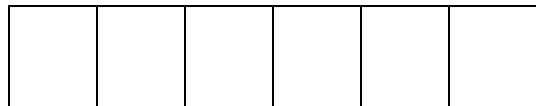


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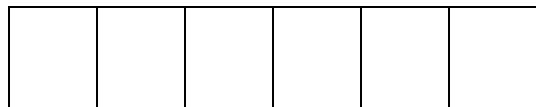
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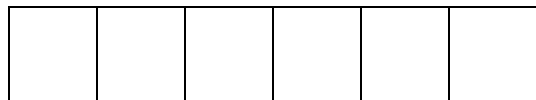
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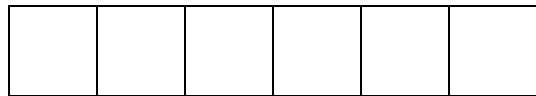
Pew Closed



Pew Closed



Pew Closed



Pew Closed

Stairs