



Emmanuel Episcopal Church

Mercer Island

In-Person Worship Procedures

Introduction:

The following in person worship procedures for Washington state phase 3 reopening. These procedures are based on the recommendations from the CDC, Washington State Department of Health and

The Diocese of Olympia document “ A Guide to Gathering In Person” : <https://ecww.org/covid-19-requirements-recommendations-and-resources/>.

King County Public health guidance for churches can be seen at <https://kingcounty.gov/depts/health/covid-19/community-faith-organizations/FAQ.aspx>

These procedures are for in-person worship during King County phase 3, however, Zoom on-line worship will continue to be available as well during phase 3.

I. Physical building mitigations and alterations:

- A. Post signs listing risks for entering building, precautions to take, requesting people who are at risk of severe illness or are ill to stay at home, 6 feet physical distance and wearing a mask for all above age of 5 is required at all times. Signs will also indicate the limitation on number of people permitted inside at one time.
- B. Signage on the doors to Narthex to be used for entrance and exit. Only designated Narthex doors are used for entry and exit.
- C. Measured markers of 6 feet apart outside of building at south entrance and inside the Narthex for people to queue as they wait entrance and on the aisles of the Sanctuary for waiting to be guided to spaced seats.
- D. At inside entrance of Narthex, place table for admittance processes, and a table for bulletins for people to pick up if they are not able to access electronically.
- E. Childcare is not available. Signs will be posted on entry doors to indicate this.
- F. Kitchenette, library, hallway to education wing, and education wing, church offices are all closed during services.
- G. In addition to south Narthex double doors, handicap narthex entrance at the west parking lot is open.
- H. All ventilation is maximized by opening doors and Sanctuary windows are open during the service regardless of weather. Ceiling fans are on in Sanctuary. Furnace fans are on circulation regardless of weather.

- I. One gender neutral restroom across from parlor room will be open. If handicap restroom needed, may use handicap restroom near educational wing. Measured markers on floor outside for people to queue will be added. Signs will be posted with limitation on number of people permitted inside at one time and protocols for restroom use.
- J. Sanctuary capacity is to be reduced 50% of our sanctuary capacity. After physical distancing measured, this is an estimate of 40 people, with the exact number to be determined. Staff are not included in maximum number of individuals, but volunteers are included in the maximum number of permissible individuals.
- K. Measure seating in pews at 6 feet intervals, alternate pews will be blocked, and seating arranged in "zigzag" pattern.
- L. All bibles, hymnals and books of common prayer are removed. Order of Service and bulletin are available online. Limited number printed service and bulletin are provided to pick up at the entrance and dispose of after. People are invited to listen closely, follow electronically with their personal phones, or print out at home the electronically sent Order of Service and bulletin.
- M. A table is set up at front of Sanctuary, below the altar level (on same level as the piano) to place communion wafers in individual cups after they are blessed by priest
- N. Hand sanitizer is placed on communion staging table described in "N".
- O. No offertory plates. People are encouraged to use text to use online giving, mail their tithe, or drop envelope payment in box in Narthex.
- P. Hand sanitizer and boxed tissues and no-touch waste receptacles are to be available at multiple locations as stated in the Cleaning and Sanitation Procedures. Hand sanitizers will be available at the end of each pew.
- Q. Bathrooms will have soap for handwashing and hand sanitizer.
- R. No touch garbage cans placed in Narthex for disposal of communion cups.
- S. Locked cabinet in office is designated as storage place for the worship health screening questionnaires. These will be stored for 21 days then destroyed.

II. Communication with Congregation Prior to In-Person Service:

- A. Send email to all parishioners and hard copy to those without email with outline of processes and stating that if a parishioner is unable to adhere to the requirements of physical distancing and wearing a face covering, they are not to come to in-person service and are welcome to join on line service.
- B. Specifics to share with congregation in advance:
 - 1. At the door they will be requested to turn in a consent waiver which they will receive in advance and be encouraged to read, print, sign and bring from home. Copies of the Consent waivers will be available for those who forget to bring them.
 - 2. Each household will be required to complete a Health Questionnaire to verify health status and used to share with the Department of Health in case of a positive case is discovered at the service and tracking is needed.
 - 3. Face coverings, a mask, always required for all above age 5. Face shields without a mask do not qualify as a face covering.

4. Physical distancing of six feet from others not in your household is always required.
5. Attendees' temperatures will be taken at the door. If a person has a temperature of 100.4 F or more, or a person does not pass the health questionnaire, they will not be allowed in church and redirected to online worship option.
6. Each person will be encouraged to bring and use their own pen to sign in. Sanitized pens will be made available at the entry table for those who do not have a pen.
7. Number of congregants - including volunteers - is limited to 50% capacity at six feet distance. Pre- registration for all worship services is required via the on-line program **Breeze** or by calling the office for those who do not have access to a computer.
8. No hospitality before or after church. No lingering or visiting.
9. Regardless of weather, windows and doors will be kept open during services to improve air circulation. Parishioners may need to wear a coat during the service depending on the weather.
10. Complete procedures and protocols are on the church website for full review or via mail by contacting the Church office.
11. Request those who can, access the service and bulletin on the smart phone or tablet during the service.
12. The congregation and diocese advises those who are over the age of 65, have a medical condition, or are pregnant that the online worship is the safer option for them.
13. If someone does not follow the masking and physical distance requirements, they will be asked to leave the service. If they refuse to leave, the entire service will be ended, and all will go home.

III. Volunteer Procedures:

- A. At least 8 volunteers are needed per service - 4 ushers and 4 reception volunteers.
- B. Each service has one managing volunteer, the lead usher, who will help enforce the masking and distancing guidelines. If someone declines to follow the masking and distancing requirements, the lead usher will ask them to leave and join worship on-line
- C. Several more volunteers are needed prior to each service to get building ready, train the volunteers on the protocols, design and distribute signage, set up tables, mark pews, mark 6 feet intervals in the aisles, monitor the online reservation system etc..
- D. The church requests all volunteers for in-person services to be below age 65 and without underlying health conditions.
- E. All volunteers need to be trained prior to the services and to have written documentation that they understand and agree to follow the procedures. All volunteers must agree to protect the privacy of information of fellow parishioners.
- F. Reception Volunteers will wipe down high touch surfaces in the open bathroom(s) if used during the registration process, during the services and until all attendees have left. (Janitorial services will do complete cleaning prior to the day of the service and following the service.)

- G. Reception Volunteers, confirm reservation by viewing Breeze reservations, take temperatures, review paper work and admit people at entrance and help direct traffic at dismissal.
- H. Ushers will manage the Sanctuary - directing parishioners where to sit, when and how to go to communion and how to exit.
- I. Laminated copies of the procedures are kept available in the Narthex for volunteers to reference.
- J. Lead usher gathers the waivers, health history questionnaires and temperature information to place in a locked cabinet in the church office at the end of the service.

IV. Church Entry Process:

- A. People enter one at time at 6 feet intervals and stop at an "entry table" to:
 - 1. Reception Volunteer #1 checks on the Breeze registration to determine if the person/family has reservation.
 - 2. Parishioner picks up 2 forms, Covid-19 Health Questionnaire form and Consent Waiver form, (see attached forms). Parishioner completes these two forms or has already completed forms.
 - 3. Reception volunteer# 1 sanitizes hands, takes person's temperature with no touch thermometer – tells the person the temperature, the parishioner records the temperature on the Health Form. If person has temperature at or above 100.4 F, they are sent home and not allowed entrance
 - 4. Reception Volunteer # 2 reviews the Health Screening form, Consent Waiver form, 6 feet physical distance and facial coverings requirement. Reception volunteer #2 decides if parishioner can enter. Then initials forms.
 - 5. Once allowed entrance to Sanctuary, parishioner follows direction of ushers from narthex to the Sanctuary
 - 6. People are to be 6 feet apart in the Narthex waiting to enter the Sanctuary. Parishioners in the same household may wait together.

V. Sanctuary Process:

- A. Ushers guide parishioners in from Narthex (at 6 feet distance) to the designated pew seats. Members of same household can enter Sanctuary and sit with each other.
- B. No hugging, hand shaking, or physical contact is to occur. Peace is by a nod, bow or agreed upon non-contact sign.
- C. Request to speak softly to reduce aerosolized particles.
- D. Congregation may sing with masks on. No choir is allowed during Phase 3.
- E. Musical solos are allowed, but no sharing of instruments. Soloist performing on wood wind or brass instrument may only remove their mask while performing. Singing of solos are allowed with facial covering. Soloists may be accompanied by another musician at 6 feet apart. No more than 2 individuals are allowed in any musical performance.
- F. No "soft space" for children or communal toys in Sanctuary.
- G. Lay readers use a microphone from the lectern and only one reader per service.

- H. No passing of plate for offertory. Encourage text to give, online giving, mail or parishioners can leave offertories in drop box in Narthex.
- I. No communion common cup.
- J. To receive communion, parishioners will, with ushers' direction, line up 6 feet apart in the center aisle and proceed to the front of the Sanctuary to receive communion at a table set up for this purpose.
- K. Clergy distribute communion by the following procedure: No volunteers or altar guild members are involved in preparing for communion, Priest vigorously washes hands prior to the service and sanitizes hands prior to setting the table.
 1. Presider sanitizes hands, wears gloves and presets wafers in ciborium. A pall remains covering all the wafers except for the priest's which is set aside in a separate dixie cup to consume after all have received communion.
 2. Wafers are blessed by clergy through no-touch consecration. Clergy is ungloved but masked.
 3. Clergy then sanitizes hands and dons gloves to place wafers in disposable dixie cups
 4. Disposable dixie cups with the blessed wafer are placed on a tray then carried by presider and cups are placed in rows spaced 6 inches apart on a table below the altar at the front of the sanctuary. Presider may have to make more than one trip to deliver all dixie cups.
 5. Ushers allow congregants to take communion one at a time maintaining 6 feet physical distance.
 6. Clergy stands behind the table maintaining 6 feet from congregant, with congregant in front of table. Masked Clergy administers communion (wafer is in dixie cup on the table) saying "The body of Christ the bread of heaven".
 7. Masked congregant sanitizes hands, waits for hands to dry, takes one of the individual dixie cups, steps away from the clergy and table, returns to their seat via side aisle.
 8. After they are in their seat, congregant quickly removes their mask, consumes the wafer, sanitizes hands, and replaces mask. Dixie cup is disposed on way out of church by congregant.

VI. Dismissal:

- A. Ushers direct dismissal from the back pews first, row by row. Exit sanctuary by the main central aisle and side aisles maintaining 6 feet physical distance in sanctuary and outside.
- B. Congregants may dispose of their communion dixie cup in garbage cans in Narthex.
- C. Attendees may-not gather in the Narthex but immediately exit the Church building.
- D. Exit through the south main double doors and west side door (which has handicap availability). Doors will be propped open.
- E. Once outside the building, it is important to continue to maintain social distancing of 6 feet and to continue to remain masked. Socializing is not encouraged at this time.

VII. Restroom Use:

- A. Restroom by the parlor will be open. If needed, ushers can direct congregant to handicap bathroom available near the educational wing.
- B. Volunteer 1 or 2 is assigned to wipe high touch surfaces (faucet, handles, counter) in rest room after person uses restroom and before another enters.

VIII. Exposure notice:

- A. If church becomes aware of a Covid-19 exposure, the church office accesses the data from the day the person was in church attendance, notifies the King County Department of Health and cooperates with providing the information to the Department of Health on attendees.
- B. The Department of Health is responsible to conduct contact tracing.

IX. Mitigation and Recovery plan:

- A. Upon knowledge of known Covid-19 exposure, church closes the entirety of Narthex and Sanctuary, library, hallways and bathroom(s).
- B. All areas used for the service are deep cleaned according to the protocols outlined in the Cleaning and Sanitation Procedures Manual.
- C. Reopening of the buildings occurs after sufficient time passes according to the current CDC and King County Department of Health guidelines.

X. Cleaning and Sanitation Procedures:

See separate documents.



EMMANUEL EPISCOPAL CHURCH

COVID-19 PREVENTION: PHASE 2 EVENT PROTOCOL

All events planned for Phase 2 must be approved by Emmanuel Church Staff or Vestry. Each event will be considered separately and must comply with the following safety protocol and process.

Each event organizer will provide a list of specific compliance measures that meet the following guidelines prior to the approval of the event and scheduling.

During Phase 2 events are encouraged to be outdoors. Any requests for internal events will be of a small group meeting in nature with no more than 5 participants or the number allowed by the Governor's current guidelines. All outdoor events should be considered with assigned social spacing and small groups of 5 or less and/or families.

Participant Responsibilities:

1. All participants are to pre-register for the event through the event coordinator.
2. Participants must agree to always wear a mask while on the church property. Including when working alone, within more than 6 feet from another person, and inside the building,
3. Participants accept the risk, review and sign waiver, complete health review and have their temperature taken prior to the event.
4. Approximately 3 volunteers are required to manage the event and must participate in training on Covid-19 Protocol prior to the event.
 - a. Volunteer #1- Overall manager of event, makes sure all protocol control measures are being followed and excuses anyone not following the rules from the event.
 - b. Volunteer #2- Manages reservation system, checks people in with health screening, takes temperature and collects waiver.
 - c. Volunteer #3 - Assumes responsibility for cleaning during and after event.
5. All participants must not gather in more than 5 people cluster at a time and agree to maintain at least 6 feet distance from others.
6. Depending on the activity and location, the participants of the event will need to be "capped" to prevent a large gathering. Guidance issued by King County will be followed for each type.

Facility Requirements:

1. Activity participants will be assigned a parking lot and entrance for their attendees to use.
2. A registration table will be set up for registration and temperature check.
3. Markings on walkways and/or halls will be in place to indicate the six-foot spacing for participants while signing into the event.

4. PPE (mask/gloves) will be provided by the church should a participant need one, however, each participant should be encouraged to bring their own mask.
5. Manger will receive an envelope to gather waivers and health questionnaires. These are to be delivered to the church office where they are stored in a secure private place for 21 days.
6. One bathroom will be identified for access and use for participants.
7. Cleaning wipes will be made available in sanitation of meeting rooms and bathroom, hand sanitizer will be made available to participants.
8. Participants should be given time and encouraged to wash hands with soap and water frequently.
9. If the event includes food of any type the following rules must be in place:
 - a. Food should be individually wrapped so that as each participant picks up their own serving they will not touch food for other attendees. Beverages will be in closed dispensers (coffee urns) or individual bottles/cans.
 - b. During Phase 2 **eating will occur outdoors only.**
 - c. Tables and chairs under covered area east end of the parish hall will be provided. Tables are set 6 feet apart and only 5 or less will be allowed at the same table. If individual chairs are used in place of tables these must be at appropriate distances – 6 feet apart.
 - d. Garbage cans are available to collect trash by individuals.

Event process:

1. Managing volunteer (#1) has the following tasks prior to the event:
 - a. Make sure the facility is readied for the event –
 - i. parking is designated,
 - ii. signage is in place,
 - iii. registration spacing is marked for waiting (6 ft apart),
 - iv. if food is to be served, the area is set up,
 - v. trash collection is established,
 - vi. other pre-even duties as described in the individual event plan.
 - b. During the event make sure participants are following the mask wearing rule and distancing requirements.
 - c. After the event, collect the waivers and health questionnaires and places them in the secured space in the church office.
2. Registrar volunteer (#2) has the following duties:
 - a. takes temperature of participant and records it on the health screening form,
 - b. asks the participant to complete the remainder of the questionnaire and complete and sign the event waiver,
 - c. collects and reviews the waiver and the health questionnaire,
 - d. if temperature is less than 100.4 F and participant passes health questionnaire, the participant will be allowed to take part in the event. If participant does not pass the health screening, they are sent home.
 - e. At the end of registration both Waiver and the Health Screening Form are secured in the event envelop and turns it into the Event Manager for placement in the church office after registration is complete.

3. Cleaning volunteer (#3) is responsible for the following both during and after the event:
 - a. Cleaning volunteer is responsible for cleaning of bathroom high touch areas between uses using the sanitizing materials provided.
 - b. At the end of the event will clean all high touch areas including entrance and exit door handles, light switches, tables or chairs used at the end of the event utilizing the protocols outlined in the *Emmanuel Cleaning and Sanitizing Appendix*.
4. If food is provided:
 - a. it is not to be “home cooked” but must be commercially prepared.
 - b. No sharing of utensils.
 - c. Distribution of food to be done with keeping 6 feet apart, masks on except when eating.
 - d. Participants may choose to bring their own food for their own individual use.

Should A Covid-19 Case Occur:

1. If anyone who has participated in this event tests positive for Covid-19 within 14 days after the event, they must notify King County Public Health, the Volunteer Manager of the event and the Emmanuel Church Office.
2. The Volunteer Manager of the event also notifies King County Public Health and follows their instructions around notification of event participants.
3. Emmanuel will release the names of the participants and the health screening information to the King County Public Health Office as needed for illness tracing and further notification.

EMMANUEL COVID-19 HEALTH QUESTIONNAIRE

Church/Organization: _____
Event/Activity: _____
Date of Event: _____
Name of Participant: _____
Phone Number: _____
Email Address: _____
Temperature: _____

Considering recent events, the health and wellbeing of our community is our paramount concern. Therefore, all participants at the above event are required to sign one of these forms and agree to voluntarily assume any risk of physically participating at this event.

Before attending, you agree that:

1. I understand my attendance and participation in the above event can pose a risk of COVID-19 or other contagious or infectious diseases to me, and if I am a high-risk person, as defined by the CDC, I should stay home and avoid participation.
2. If I have been recently exposed to COVID-19, I understand that I may pose a risk to others.
3. I agree that none of the following applies to me:
 - a. To my knowledge, I have not been in close or proximate contact with anyone who has had symptoms of COVID-19 in the past 14 days.
 - b. I have not tested positive for COVID-19 in the last 14 days.
 - c. I have not experienced symptoms of COVID-19 in the past 14 days, including but not limited to fever, fatigue, difficulty breathing, or dry cough.
4. If there is an outbreak, my information may be shared with Public Health officials to engage in an approved contact tracing program. I understand that my information will be saved, and my information may be released to such Public Health Officials in the event it is needed for such a program.
5. I agree to follow all social distancing protocols in place at this event or activity and agree to wear a face mask while attending this event.

Your participating in person at this event is conditioned upon your acceptance and agreement to the above.

Thank you for helping us keep our community safe and healthy, we are all in this together!

Signature: _____

Date: _____

Reviewed by: _____

Emmanuel Episcopal Church, Mercer Island
Consent Waiver

In compliance with the State of Washington's "Safe Start" plan and the Diocese of Olympia's "Guide to Gathering in Person," Emmanuel Episcopal church 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 Emmanuel Episcopal Church 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 potentially at risk of contracting COVID-19, people over the age of 65, those with underlying health conditions (heart or lung disease, diabetes, etc.) or those who are pregnant are at greater risk for severe illness or death from Covid-19 and advised to stay home.

If you are experiencing any of these symptoms, or have come into contact with anyone who has shown signs of these symptoms or has tested positive for COVID-19, please vacate the premises immediately and contact your medical care provider.

Cooperative Mitigation Policy

To ensure the health and well-being of all parishioners, staff, volunteers, any person entering the premises of Emmanuel Episcopal church for worship or work must consent to the following practices:

- A cloth face-covering or mask must be worn at all times
- Physical distancing of at least six (6) feet must be maintained between all persons not from the same household
- Wash hands thoroughly or use hand sanitizer (provided) upon entry, after using the restroom, and before and after consuming any food or drink, or coming into contact with high-touch surfaces
- Refrain from physical contact and sharing items with others (e.g., books, leaflets, pens, etc.)

Emmanuel Episcopal Church, Mercer Island
Consent Waiver

- For staff and volunteers: wipe down high-touch surfaces before and after use (e.g. light switches, doorknobs, copier and printer equipment, etc.)
- Sign an Individual Attestation and Consent to Work/Participate.

Attestation and Consent

Each time you are present at **Emmanuel Episcopal church** you will be asked to complete a consent form declaring:

- That you have not exhibited any symptoms of COVID-19 or come into contact with anyone who has or has tested positive.
- That you 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 you have not travelled internationally or to a domestic Covid-19 "hotspot" in the past 14 days.

And you consent:

- To our keeping this document on file for 21 days for the purpose of contact tracing, should an exposure event occur.
- To the risks associated with community transmission of COVID-19 and the potential for exposure even with proper mitigation protections.
- To comply with the stated Cooperative Mitigation Policy.
- To release **Emmanuel Episcopal Church** from any liability in the event that you are exposed and/or become ill.

Participant Name:

Signature:

Date:



EMMANUEL EPISCOPAL CHURCH

COVID-19 PREVENTION: CLEANING AND DISINFECTION PROTOCOL

Emmanuel Episcopal Church is implementing the following cleaning and disinfection protocol as an element of the Church's Covid-19 prevention plan. This protocol was developed by the Covid-19 Reopening Committee with guidance from the Diocese of Olympia and public recommendations from the CDC, King County and Open Works Janitorial Services.

I. **General**

The frequency of cleaning and disinfection for all Emmanuel facilities will focus on high touch surfaces in all public, tenant and staff spaces such as restrooms, entries, meeting, and classrooms. High touch surfaces can include tables, handrails, faucets, doorknobs/push-bars, light switches, chairs/pews, shared equipment, and computer workstations. Cleaning and disinfections should be done at least once per day in occupied spaces. Specific frequency of cleaning will be based upon occupancy and time/use conditions.

Table 1 outlines the typical spaces and surfaces requiring cleaning and disinfection, the roles and responsibilities for cleaning and disinfection, and the minimum frequency for these activities.

II. **Cleaning and Disinfecting**

- A. Cleaning refers to the removal of dirt and impurities, including germs from surfaces. Cleaning alone does not kill germs but will reduce their numbers and therefore increases the effectiveness of the disinfection and any risk of spreading infection. If surfaces are dirty to sight or touch, they should be cleaned using a detergent, or soap and water prior to disinfection
- B. Disinfecting works by using chemicals (i.e. EPA-registered disinfectants) to kill germs of surfaces. This process alone will not clean dirty surfaces or remove germs. Killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.
- C. Follow the manufacturer's instructions for safe and effective use of all cleaning and disinfection products (e.g., dilution concentration, application method and contact time, required ventilation and use of personal protective equipment).

- D. Consult the manufacturer's recommendations on cleaning products appropriate to electronics. If no guidance is available, consider the use of alcohol-based wipes containing at least 70% alcohol. Use of alcohol-based products may reduce risk of damage to sensitive machine components.
- E. The following solutions are also effective for disinfection of hard, non-porous surfaces.
 - 1. Bleach solution: 2-3% diluted bleach solution (1000 ppm chlorine). Prepare a diluted bleach solution by mixing 5 tablespoons of household bleach per gallon of water (not concentrated or fragrance added bleach).
 - 2. Apply using spray bottle or damp cleaning cloth.
 - 3. Allow to stand with at least 2 minutes of contact time before wiping or allow to air dry without wiping.
 - 4. Prepare fresh solution daily as bleach rapidly degrades.
 - 5. Pre-dampened wipe cloths such as Clorox Wipes or Zogics Sanitizing Wipes (wall dispensers in the main church building).
- F. For soft (porous) surfaces such as carpeted floor; rugs and fabric chairs:
 - 1. Remove visible contamination and clean with appropriate cleaners indicated for use on these surfaces.
 - 2. After cleaning, treat with an EPA-registered disinfectant approved for use against SARS-CoV2.
 - 3. Soft upholstery surfaces may be treated with electrostatic sprayer disinfectant.

III. Safety Guidelines During Cleaning and Disinfection

- A. Wear disposable gloves when cleaning and disinfecting. Gloves should be discarded after each use. Clean hands immediately after gloves are removed with soap and water followed by hand sanitizer.
- B. Wear eye protection when there is a potential for splash or splatter to the face.
- C. For larger scale or deep cleaning of large areas or of areas following a Covid-19 exposure, gowns or aprons are recommended.
- D. Store disinfectants in labeled, closed containers. If dispensing disinfectants into secondary container (e.g., spray bottles), these must also be labeled with their contents. Keep them in a secure area away from children and food. Store them in a manner that prevents tipping or spilling.
- E. During cleaning and sanitation, appropriate face masks shall be worn.
- F. All PPE will be supplied by Emmanuel Episcopal Church.

IV. Enhanced Cleaning and Disinfecting Protocols

- A. Prior to reopening any space within Emmanuel's property, enhanced or deep cleaning will be undertaken unless the space has been unoccupied for at least 7 days.
- B. Enhanced or deep cleaning will also be undertaken if Emmanuel or any of its tenants are notified that a Covid-19 positive person was present within the facility.
- C. It will be the responsibility of the Covid-19 Committee and the Executive Committee along with any tenants involved to assess the extent to which closing of the facility and enhanced cleaning shall be completed.
- D. The following information will be used in decision making:
 - 1. Date and duration of time spent in location(s) that have not already been cleaned and disinfected since the last time the person was in the space.
 - 2. Frequency of cleaning and disinfection of identified location(s).
 - 3. Date of onset of symptoms and/or date of positive test results.
 - 4. Activities conducted in the space(s).
 - 5. Face coverings and personal protective equipment worn by the Covid-19 positive person.
- E. Areas needing to be cleaned and disinfected will be restricted for access until cleaning and disinfection are complete. Barrier tape and posted signage will be used to communicate restricted access.
- F. Communication concerning restrictions will be communicated through the Church Administrator to other tenants and/or parishioners.
 - 1. If possible, wait at least 24 hours after a person with Covid-19 was present in the space prior to beginning cleaning and disinfection. If it is not possible to wait 24 hours, the cleaning crew should increase the level of PPE used while cleaning and disinfecting, including using an N95 filtering mask or stronger filtering mask.
 - 2. Open doors and windows to increase air circulation if possible.
 - 3. If vacuuming is needed, use a vacuum cleaner equipped with a high efficiency particulate air filter (HEPA). Wait until the space is empty to vacuum.
- G. Once the area has been disinfected, a notification will be sent to the parishioners, tenants, and staff that the area can be reopened.

V. Cleaning and Sanitizing Supplies

- A. Cleaning and sanitizing supplies will be made available for both pre, post and during events and services.
- B. Sanitary wipes will be positioned in wall mounted areas easily accessible for self-service dispensing. Portable sanitizing wipes will be available to be in supply boxes for registration tables, in rest rooms and meeting rooms for use during smaller gatherings/meetings.
- C. Automated hand sanitizers are located in all restrooms, kitchens, Narthex, Sacristy, and hallway areas. Pump bottles of hand sanitizer will be located at the end of each pew, the Altar, choir loft and individual offices.