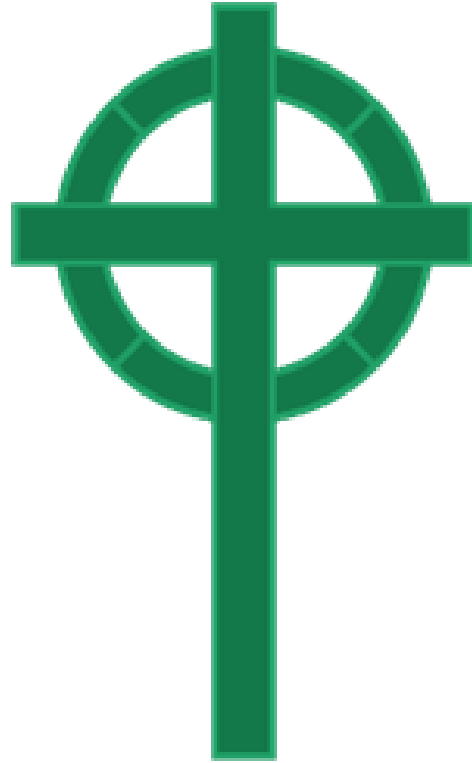


SAINT MARGARET'S EPISCOPAL CHURCH



REOPENING PLAN

policies and procedures for the
reopening of Saint Margaret's building
during the ongoing covid-19 pandemic

Saint Margaret's Episcopal Church
4228 Factoria BLVD SE
Bellevue WA 98006
www.saintmargarets.org

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MESSAGE FROM THE INTERIM RECTOR

Dear Parish Family,

I am deeply grateful for the work the Reopening Planning Team has undertaken in recent months to plot a safe course for our parish community as we move toward reopening the buildings for worship, and eventually for all ministry groups. This planning guide is the result of hours of study, investigation, and collaborative work, all grounded in prayer for you and your well-being. It will guide all of us, individually and communally, in the coming weeks and months. Of course, the situation is likely to change, and we will adapt, guided by public health and civic leaders, the Bishop, and our own circumstances as necessary to stay safe. We will make our way together! Importantly, we will continue to offer participation in worship via the livestream as well, knowing some will choose to continue participating virtually. In it all, the safety and well-being of everyone in this community is foremost in our minds as we make these plans, and I hope you will read, mark, learn, and inwardly digest the details of this planning guide, and embrace the behaviors requested of those who worship in-person, when we reopen. I look forward to seeing you when that time comes.

The Reverend Canon Dr. Marda Steedman Sanborn

Interim Rector

INTRODUCTION

*[Jesus] said to him, “You shall love the Lord your God with all your heart, and with all your soul, and with all your mind.’ This is the greatest and first commandment. And a second is like it: ‘You shall love your neighbor as yourself.’ On these two commandments hang all the law and the prophets.” –
Matthew 22:37–40*

Presiding Bishop Michael Curry teaches us to follow in the footsteps of Jesus. To follow the way of love. What better way to love our neighbor than to observe practices that keep that neighbor safe and healthy? During a pandemic following the way of love requires careful planning, teamwork, and energy. Episcopalians are called to Common Prayer. We pray together on the journey to our own spirituality. We hear each other’s voices during worship. That carries us when we are weak and contributes our faith for others when it is needed. It was not easy to close the doors of Saint Margaret’s, retreat to our homes, and love each other from a distance to keep each other safe. It is with that same sense of love, caring, and courage that plans are made to gather again, when the time is right. With the wisdom of experts, attention to detail, and patience, the following guidelines have been assembled to prepare the building and the people for being together again. Bear in mind that this is a living document which will be updated and revised as needed. When we can assemble again it will be different, but it will be good. May God bless our time apart and our time together.

Re-Opening Chart for Sunday Worship

	No in-person worship	Trial period of in-person worship	Period of limited in-person worship
Corresponding WA State/King Co Phases	Phase 1 and 2 and beyond	Phase 3 at least (see details on page 6 under "In-person Worship on Sunday Morning")	Phase 3 or 4
Type of Sunday Worship Offered	10 am livestream service	10 am limited number	Members participate by reservation
Who and How Many In-Person Participants	No high risk individual 10 music. Clergy/lay participants	No high risk individuals About 25 volunteers plus "10 music/clergy 6-8 hospitality ministers	High risk members still cautioned 50-70 members per service 10-16 music/clergy 6-8 hospitality ministers
Requirements	Masks when not speaking Publicly/singing Social Distancing Screening protocols on entry to building	Masks, social distancing Required entry/exit protocols Invitation to participate/ test reservation system	Masks, social distancing Required entry/exit protocols Via reservation; no socializing inside after the service

WORSHIP AT SAINT MARGARET'S

Online Services

Saint Margaret's has been offering recorded services at 10 am Sunday since April 5 and began live Zoom services in July, and live streaming since September 13. With the closing of the church building and campus in March 2020 for safety during the pandemic, protocols were established for continuing the online services, adding online Morning Prayer and Compline on Mondays through Friday staying in accord with the Governor's and Bishop's directives. During Phase 1 and Phase 2 closure, the Sunday liturgies have been offered with 5 people in the nave, spaced and masked appropriately as the research and directives evolved.

In-person Worship on Sunday Morning

The timeline for implementing the plan for reopening is fluid but anticipate the possibility of King County being in Phase 3 sometime in September or October 2020. The building and protocols are being prepared to be ready with that timeframe in mind, with the understanding that ultimately the decision on reopening will be made by the Interim Rector in real time. A minimum requirement of the parish reopening for in-person worship according to the guidelines herein will be that the Governor approves King County for Phase 3 and the 14-day trailing average of positive covid-19 tests has been flat or declining during Phase 3. (covid-19 data to be based on King County's Daily covid-19 Outbreak Summary 1; 14-day trailing average tracked by Director of Operations.) See Appendix F for a chart of Washington State's reopening phases. At that time, the opening will not be automatic to these benchmarks, but will be a circumspect decision of the Interim Rector and leadership in real time. Any actions taken will be in alignment with directives from the Office of the Bishop. Should the safety of the situation at Saint Margaret's or the wider county deteriorate, the Interim Rector, in consultation with our leadership may make a decision to close the church building at any time. Reopening for worship will initially involve one Sunday morning service (10 am). At such time as the protocols are working smoothly with one service and there are more parishioners desiring to attend than one service can accommodate, additional worship services may be added, to be determined by the Interim Rector in consultation with other leaders. Worship expressions (Eucharist, Baptisms, Weddings, Funerals, etc.) will also be determined by the Interim Rector in consultation with other ministry leaders, and as directed by the Office of the Bishop. Morning Prayer and Compline will continue to be on Zoom Monday through Friday.

<https://www.kingcounty.gov/depts/health/covid-19/data/daily-summary.aspx>

Music

The singing of hymns and choral music is an important expression of the Anglican worship experience and can be engaged safely if certain precautions are taken. The Interim Rector and music staff will encourage singing by the (masked) whole assembly in worship but will take care to limit the length and number of sung elements in the liturgy. When in the presence of a congregation, the music staff will appoint one or more singers (as permitted by current state guidelines) to lead the sung portions of the liturgy. Singers will always remain masked. The music leaders will be on either side or both sides of the nave to keep a sense of order, safety, and security for congregants on the nave floor. (Signs will be posted that only musicians and hospitality ministers may enter these areas.) Organ voluntaries at the close of liturgies will be brief.

Personal Practices During Worship

The worshipping assembly (except children younger than two years old) will wear masks throughout the liturgy, including when singing. They will refrain from physical contact with others not in their household. To share the Peace, they will do so in a way that maintains social distance, such as bowing to others. Members will maintain social distancing, and refrain from mingling with people from outside their own household at all times including before and after the service. For everyone's safety, kneelers, hymnals, and Prayer Books, and all other papers and pencils will be absent. Single-use leaflets containing the order of worship may be downloaded from the website or the Dear People. Please print a leaflet and bring it with you or download to your phone. Hospitality Ministers will deny entry and cancel reservations of persons who refuse to wear a mask. If such persons refuse to leave, then the Presider should terminate the service and all present should leave, per recommendation of the Chancellor team of the Diocese of Olympia.

Assigned Seating

When the church building re-opens and congregants make reservations, seats will be assigned each week based on the numbers and needs of people registering for that Sunday. Hospitality ministers will lead people to their designated seat assignments on Sunday morning. To ensure proper distancing of each group, and the potential for contact tracing should it become necessary, congregants are required to sit in their assigned seats and are not permitted to change seats or move about the nave.

Eucharist

Practices for the distribution of the Eucharist will be determined by the Interim Rector, based on the directives of the Office of the Bishop.

Offerings

People are encouraged to mail their offering or give online; they may use the Offertory time in the service to make an electronic offering. The worshipping assembly is asked to leave offerings before or after the service begins; they should not get up during the Offertory to

make their offerings. There will be several baskets in the nave near the back wall by the narthex for those who have checks or cash; there will also be a hyperlink from the Sunday bulletin, so persons can click a link from their device. Staff will collect the offering after the service and place it in the safe. The Administrator will oversee and implement stringent cash-handling procedures for the count.

Dismissal

The Presider or Deacon dismisses the assembly; clergy and ministers will leave the nave immediately after dismissal or postlude. The assembly will stay in seats through the postlude. Hospitality ministers will guide them in exiting. They are not to socialize inside and should maintain masks and social distancing outside.

Using the Restrooms

Restroom use will be monitored by hospitality ministers in the narthex. The all-gender restroom behind the Welcome center will be open and can accommodate one individual (or family members) at a time. Signs have been placed in the restrooms instructing individuals on how to disinfect the space after use. Sanitizing wipes are available. Hand sanitizer will be available at exit. Protocols are posted showing congregants to wipe all surfaces with disinfectant wipes (available in the restroom) after each use. Hospitality ministers will ensure that any congregants waiting remain socially distanced.

Church Accessibility

All reservation holders must enter the church through two open doors to the main entrance on the east side of the building. The lower level by the Chapel is not open to the public.

Sunday School and Other Meetings

For Sunday School, Choir, and other elements that wrap around or support worship on Sunday mornings, adaptations will need to be made to accommodate safe gatherings of groups and will be guided by the Interim Rector in consultation with ministry leaders. Childcare will not reopen, given risks of infection and difficulty in distancing children in closed spaces such as the childcare room. All other ministry groups and meeting groups external to Saint Magaret's should plan to continue meeting via Zoom until further notice. The Interim Rector and other leaders will determine when re-gathering in person is appropriate, once the county reaches Phase 4 and the Facilities Manager warrants that the meeting spaces can be maintained for safe use. NA and AA and Al-Anon groups will not return before Phase 4.

COMMUNICATIONS & RESERVATIONS

Reservations

Reservations for liturgies will be available on the church website via Eventbrite. Each service will have an independent ticketing process. At the moment, the number is 28. The number of reservations remaining will be displayed when a person completes their reservation. This capacity is embedded in the Eventbrite interface. If a service is full, a person desiring to attend may add their name to a waiting list. This feature is enabled.; if a spot subsequently becomes available, they will be contacted by email and invited to make a reservation. First, they will get an email that they are on the waiting list. Then, if a seat becomes available, they will be notified by email and given instructions about "claiming their spot". This is a manual process and can be very tightly controlled. Reservations for each Sunday service will be made available on the preceding Monday, so only one Sunday service will be open for reservations at any given time. We will schedule the next week after the end of services on Sunday for reservations to open on Monday. (After opening, these procedures may be modified depending on the experience of worshippers. The Parish Administrator or Faith Formation Director will post updates in the Dear People.) The registration process will incorporate detailed instructions for attendance and the Screening and Consent Form, designed to be read carefully and acknowledged. It will be clear that submitting a reservation will be understood as consenting to these instructions. Eventbrite allows customized text that registrants must agree to before registering. Those who do not use a computer at home may reserve seats over the phone by calling Parish Administrator, Linda Bruen 425.746.6650 x----- . The administrator will read the Screening and Consent Form and check the I AGREE box, if the person agrees. Otherwise the registration will not be made.

Reservation Etiquette

It is likely that more people will wish to attend services than there will be spaces available. If that is that case, congregants will be asked to refrain from attending services two Sundays in a row, in order that everyone who wants to attend can. This will not be a hard and fast rule, but the community will be encouraged to abide by this guideline for the good of all. (Again, this guideline may be modified to become more or less restrictive, depending on the actual experience of parishioners after opening.)

Proof of Reservation

Attendees will be encouraged to print out their ticket or confirmation email or to have either of those available to show to the hospitality minister on their mobile device. While simply having one's name checked off the reservation list will be sufficient, having access to registration documents will facilitate a smooth check-in process and will quickly clear up any misunderstanding, mistake, or miscommunication.

Preview Video

A preview video explaining the procedures will be narrated by the Interim Rector and Wardens and describe the process of reserving a seat and attending church from the

perspective of a congregant. The video orientation will begin with the online reservation process, then demonstrate the procedures for entering the building, expectations of behavior during worship (including, for example, masking and restroom protocols), and finally how to exit the building. While the information contained in the video will be found in writing elsewhere, the community will be strongly encouraged to watch, mark, and inwardly digest the video before attending a service.

Social Media and Email

All congregants are encouraged to sign up for emails from the parish by sending their information to lbruens@intmargarets.org. News and announcements related to reopening will be found in the Dear People each week, and special messages and important email alerts are sent to the same mailing list. Although Facebook will not be used as a primary communication channel, following Saint Margaret's on Facebook is a valuable way to communicate with the parish and community.

Website

The Webmaster will prepare a brief summary of reservation procedures, emphasizing the ability to make a reservation over the phone.

Contact Tracing Plan

The will-call list will contain all the seat assignments. These will be archived each week along with a floor plan/seating chart indicating any anomalies that Sunday (for example, where exactly a family has been seated, or any ad-hoc changes to the chair arrangement) and the Screening and Consent Forms signed by Congregants or checked by the Parish Administrator. The livestream video will also document seating. All historical records of attendance and seating will be confidential but will be accessed specifically for contact tracing or notices should the need arise. The Live Stream Team will preserve these lists for a period of 21 days after each event, as directed by the Office of the Bishop Guidelines.

PREPARATION OF THE SPACE

General Guidance

Saint Margaret's is taking measures to prevent community spread of covid-19, which includes undertaking enhanced cleaning and disinfection procedures. The details contained herein have been developed by the Staff with guidance from the Centers for Disease Control (CDC), Environmental Protection Agency (EPA), Occupational Safety and Health Administration (OSHA), and International Facility Management Association (IFMA).

Personnel Safety

Personal protection equipment (PPE) will be required by all staff members engaged in cleaning duties and will include masks, appropriate gloves, and eye protection (as needed). These items will be provided by the parish.

Locations and Frequency

Due to the need for adequate mechanical ventilation, only the nave, narthex, restroom, choir room, and Sacristy will be open (or accessible) during service gatherings. Each of these spaces will be cleaned and disinfected prior to and after each event. Cleaning schedules will be posted in all restrooms.

Cleaning Products and Use

Only recommended EPA-registered disinfectants will be used. The parish currently uses Clorox Cleaner with Bleach, Clorox Disinfecting Bleach, Clorox Toilet Bowl Cleaner with Bleach, Mr. Clean and Zep Disinfectant and cleaner with lemon. We use Glissen Nu-fomacide (hypochlorous acid) in our electro-static sprayer. These products are used by our cleaning service. Cleaning staff will observe the following to ensure effective cleaning:

- * Products will be used based on site use and surface types.
- * Surfaces will be pre-cleaned with soap and water or surface cleaner.
- * Contact (dwell) time will be based on the manufacturer's recommendation to ensure the product is effective.
- * Cleaning and disinfecting products will be stored in the janitor's closet on Level One or in Facilities Storage. cleaning procedures
- * The nave, narthex, restrooms, choir room, and Sacristy will be deep cleaned one day (Saturday) prior to people entering. Detailed description of restroom cleaning may be found in Appendix D.
- * Access will be restricted to cleaned spaces after cleaning (organists may use Lower Level hallway and stairs).
- * Several tissue and no touch waste receptacles will be placed in the worship space.
- * Disinfecting of the Sacristy, choir room, and restroom will be done one hour prior to people entering.
- * The nave, narthex, and restroom will be disinfected only after the space has been set for worship and prior to opening the doors to worshippers.

- * Immediately after public worship in the nave, the cleaning staff will leave the doors open for one more hour.
- * Cleaning of the nave, choir room, and restroom will take place immediately after Sunday morning service in preparation for any later services. Remaining spaces will be cleaned no later than noon on Monday.

Notes

1. Pedestal hand sanitizing stations have been installed at the entrance to the nave.
2. Disinfectant spray equipment has been purchased to reduce the amount of time it takes to disinfect the various rooms, hypochlorous acid will be used in the sprayer and is on the EPA N list; air circulation and filtration in the nave according to the advice of Pro-Staff, professional HVAC engineers, we have ordered and will install MERV 13+ filters throughout the building and have engaged exhaust fans to run in tandem with the air intake system. Outside the heating season, the return air dampers are closed. In the heating season, the return air dampers will be opened to the minimum degree necessary to keep the air compressor in good working order, reducing return air to the system by about 65-70%; the exterior doors will remain open to maximize the air flow during services. The system is set to run the air handler two hours prior to each service, during, and two hours after.

Arrangement of Chairs

Proper arrangement of chairs in the nave is an important factor in ensuring that appropriate social distancing is maintained throughout the service. In arranging the chairs, the following factors must be considered:

1. That ample space is left between walkways and chairs such that congregants sitting in chairs and ministers and congregants using the walkways can always remain a minimum of six feet apart.
2. That ample space is left between chairs to space all members of different households a minimum of six feet apart.

Notes

Alternate pews will be used for seating families and the middle of pews will not be used. Entrance from the center or side aisle into the pew to ensure no crossing of individuals on entry. Chairs that cannot be used have been marked appropriately. Chairs to be used have been arranged for combinations of 1 or 2 members from the same family to be seated. These chairs are distanced six feet apart and seven feet from singers. The alternative nave configuration may be seen in Appendix E. When we move to two services, we will alternate pew usage at those services (we will name the pews odd and even; even pews at one service; odd pews at the next with spraying between services).

SAMPLE SUGGESTED SEATING CONFIGURATION in Phase 2

Illustration of Nave Seating

Three Entry Aisles with a Center Aisle 74 Total Spaces:

- 1 module of 5 (can also be used to sit two individuals from different households)
- 6 modules of 4 (can also be used to sit three individuals from the same household)
- 11 modules of 3
- 8 modules of 2
- 6 modules of 1

Seating arrangements include 7' distancing away from singers

Registration/seat assignment station (in the Narthex)

Temperature taking (at the door), hand sanitizing and mask stations (in the Narthex)

Greeter Usher Group waiting zone (near the Welcome Center in the Narthex)

There is an entry table in the narthex with two Screening Questionnaires stations on either side.

Screening Forms will be kept in a notebook and stored for 21 days for contact tracing purposes.

CDC and DOH signage posters are posted throughout the building and on entry doors.

WELCOMING PEOPLE INTO THE NAVE

Hospitality Ministry

Upon reopening of the church Building for public worship, six-to-eight hospitality ministers will be needed for each service. Before the service, hospitality ministers will be present on the porch, in the narthex, and just inside the nave doors. These hospitality ministers will share responsibilities of greeter, seat assignment ministers, and usher. Responsibilities include checking people in, assisting with seating people, as well as monitoring restroom usage. During the service, some hospitality ministers will stay in the narthex to monitor restroom usage and greet latecomers. Other hospitality ministers will be stationed throughout the nave to provide assistance as needed. During a worship service, the Altar Guild Directress or designee will be present to ensure volunteers arrive on time to facilitate all required steps for worship (volunteers, sound/ video techs, etc.).

Greeter Responsibilities

- * Greeters will be the first to welcome people to the Church for worship. Even though greeters will always have masks on, their smiles will show through!
- * Greeters should be welcoming and inviting to all who join us and should not be afraid to help those who may seem confused or overwhelmed by all the changes.
- * Greeters will: Make people feel welcome through body language, communicating, and making eye contact. Shaking hands and physically touching others (hugging) is not allowed. All people must maintain social distance from each other.
- * Take the temperatures of each congregant. Anyone who has a fever of 100.4° or greater will not be permitted to attend worship and will be asked to leave immediately.
- * Make sure that all congregants have masks prior to entering the church (providing masks if needed), and that they are aware of facilities for sanitizing their hands before putting masks on.
- * Direct those who do not have a fever to the hand sanitizing station.
- * Guide the entering congregants to form two lines for entry on the portico, one for entry into the church via the left doors and the other for entry into the church via the right doors.
- * Direct congregants to read the signs posted in the narthex and portico indicating the basic requirements for those entering the church and giving the basic protocol for entry and exit (see Appendix C for signage text).
- * Answer any questions about reservations and seating.

Seat Assignment Minister Responsibilities

1. Welcome the congregants to the parish with the same techniques suggested above for greeters.
2. Ask a member of each congregant group who has registered online the screening questions relating to covid-19 symptoms and exposure for all members of their group (see Appendix A) and record responses on the list. A different agreement/waiver and covid-19 symptoms declaration is required for those who signed in using the telephone, or who are walk-ins (see Appendix B), which must be physically signed.
 - * Inform the congregant group of their seating assignment and note on the seating assignment list that the congregant group attended making sure to note the names of all attending.
 - * Direct congregant groups to an usher or to wait for an usher in the waiting area. usher responsibilities.
 - * Welcome the congregants to the church with the same techniques suggested above for greeters.
 - * Guide congregant groups, and make sure they sit in their assigned seats.
 - * Monitor the situation in the nave before, during, and after the service, and provide aid to those who may need it.
 - * Provide guidance to congregant groups as they exit the church safety actions In the event of a medical emergency, the hospitality ministers will immediately notify the Sacristan or other staff person, and the guidelines in the emergency preparedness manual will be implemented for the specific situation.

Protecting Volunteers and Staff

The safety and health of staff and volunteers in all ministries is a major priority. To that end, the parish will put the following specific procedures and facility modifications in place to ensure the risk of contracting covid-19 to all staff and volunteer ministers is minimized:

- * Cloth and disposable masks are available if you do not have one, and use will be required.
- * Face shields or eye coverings will be available to staff and registration workers who want them.
- * Ample quantities of hand sanitizer and latex gloves in convenient locations will be made available.
- * A system will be put in place to allow volunteers and staff to make anonymous suggestions and/or reports of unsafe practices.
- * Volunteers should not serve two Sundays in a row in case of exposure.

Document Training Agenda and Attendance

All volunteers will be trained in each of the three roles defined above (greeter, seat assignment minister, usher) and will go through a training facilitated by the Jr. Warden as empowered by the Interim Rector, including a Zoom training before re-opening. There will also be an in-person training that each volunteer will be asked to go through before serving at an actual service. This training will likely occur just prior to the first service that the person will be volunteering for. It will be stressed during training that all volunteers will need to be welcoming and communicative and to set good examples for others.

Post-Exposure Incident Recovery Plan

If there is a case of exposure or infection from covid-19 identified at a church gathering, we will consult King County health officials directly to determine the best way forward, which would include, at the least, communication to those who participated in the event, conveying the health officials' advice on quarantining and/or testing; providing information for contact tracing if so advised; enacting additional safety and cleaning in the church building itself; and the potential of reclosing until a future point, should it be deemed warranted.

APPENDIX A: Covid-19 Screening Questionnaire

For those who signed a waiver at online registration COVID-19 Screening Questionnaire If you answer YES to any of these questions, you may not enter the church building or attend this event. Please go home and check with your doctor about your symptoms, or practice social distancing for two weeks from your travels or encounters.

Do you have fever greater than 100.4° or have you experienced symptoms of COVID-19 in the past 14 days, including but not limited to fever or chills, cough, fatigue, difficulty breathing, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea?

Yes No

In the last 14 days, have you participated in any gathering outside your household in which social distancing and mask use were not observed by all involved?

Yes No

Have you had any international travel or travel to any domestic virus hot spots in the last 14 days?

Yes No

Have you had any contact with an individual with COVID-19 in the last 14 days?

Yes No

Have you or a member of your household tested positive for Covid-19 in the last 14 days?

Yes No

Name (please print): _____

Signature: _____

Date: _____

Phone: _____

Email: _____

APPENDIX B

**SAINT MARGARET’S EPISCOPAL CHURCH
COVID-19 EVENT DISCLOSURE AND SCREENING WAIVER**

Event/Activity:	
Date of Event:	
Name of Participant:	
Phone Number:	
Email Address:	

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:

- * 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;
- * If I have been recently exposed to COVID-19, I understand that I may pose a risk to others;
- * 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.
- * 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.

I AGREE THAT NONE OF THE FOLLOWING APPLIES TO ME:

- * 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.
- * I have not attended gathering in the last 14 days where those attending did not practice social distancing or wear masks.
- * I have not nor has anyone in my household tested positive for COVID-19 in the last 14 days.
- * 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.

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:	
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APPENDIX C:

signage text to be posted throughout the building

For the safety of all, we ask the following of you and those in your group:

- * If you or anyone in your group have not been feeling well or have had a cough, fever, or other symptoms within the last 14 days, please refrain from entering the church.
- * Wear a mask covering both the mouth and the nose at all times.
- * Maintain a minimum of six feet between members of other households.
- * Use the hand sanitizer stations located in various locations at your convenience.
- * Wait for hospitality ministers to seat you or your household group and sit only in assigned seats.
- * At the end of the service, leave your seating area only when the hospitality minister asks you to do so.
- * CDC and DOH safety posters have been posted throughout the building and on entry doors.

APPENDIX D:

Maintenance Standard Operating Procedure (Restrooms)

Title/Subject: Restroom Cleaning Number: _____ Applies to: X staff ___ volunteers X vendors/contractors _____ Effective Date of this Revision: (September 1, 2019) Contact for More Information: Facilities ___ Policy X Procedure

PURPOSE: To define the cleaning practices of restrooms.

SCOPE: This procedure is applicable to all areas of the church building.

RESPONSIBILITY: Facilities Staff and Contract Cleaning Vendor(s)

PROCEDURES:

STEP 1 – Close / Inspect • Close Restroom to pedestrian traffic. • Put out “wet floor” sign. • Put on disposable gloves.

STEP 2 – Trash / Refill • Check and refill dispensers; soap, toilet tissue, paper towels, toilet seat cover etc. • Discard trash in appropriate location • Spray outside of dispensers with disinfectant. • Wipe dry with clean cloth or paper towel.

STEP 3 – Toilets / Urinals • Remove urinal screens and block. • Flush toilets and urinals. • Force water over traps with swab to remove water from bowls and urinals. • Pour 1 ounce Thickened Bowl Cleaner • Swab thoroughly over exposed surfaces including under the rim and let stand 10 minutes. NOTE: Proceed to next step to allow cleaner time to work.

STEP 4 – Dust / Sweep • Attach Swiffer dusting cloth to Swiffer mop. • Remove dust and cobwebs from top of walls, doorways, stall partitions, lights, fans and other hard to reach areas. • Use putty knife to remove gum from floors, stall partitions and other surfaces. • Sweep entire floor surface to be cleaned with a broom.

STEP 5 – Spray & Wipe • Spray Comet Bathroom Cleaner onto sinks, counter tops and fixtures. Wipe with a clean cloth or paper towel. • Spray Sprayway Glass Cleaner onto mirrors & glass. Wipe with clean cloth or paper towel. Do not buff dry. • Spray Comet Cleaner with Bleach directly onto walls, stall partitions, light switches, doors and door knobs. Wipe with clean cloth or paper towel.

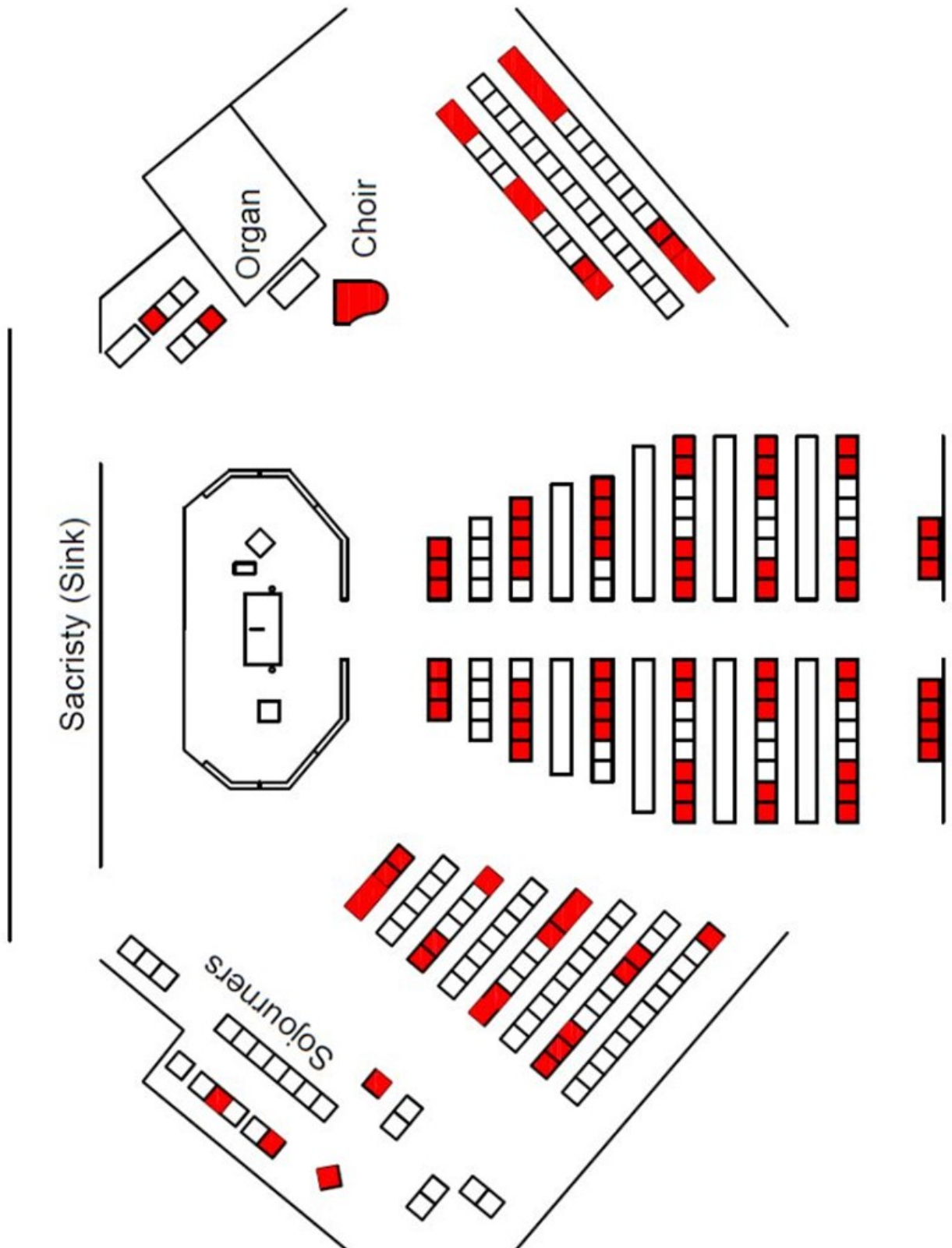
STEP 6 – Toilets / Urinals • Re-swab interior toilet & urinal surfaces including under the rim and flush. • Spray Comet Cleaner with Bleach cleaner onto exterior surfaces of toilets and urinals. • Wipe with paper towel and discard.

STEP 7 – Damp Mop • Fill 4 gallon mop bucket to fill line with warm water. • Add 4 ounces of ZEP floor cleaner (1 oz per gallon) • Twist mop in wringer and wring out as much solution as possible. • Starting at farthest point from door, mop a 10 ft. by 10 ft. area.





STEP 8 – Mist spray all surfaces with hospital grade sanitizing solution and allow to air dry. Approximate dwell time is 5 to 10 minutes. This step is required during COVID-19 pandemic and other hazardous disease outbreaks.

STEP 9 – Remove “wet floor” sign and reopen restroom.

Appendix E: Alternative Seating Plan



Appendix F WA Phases

<h2>WASHINGTON'S PHASED APPROACH</h2> <h3>Modifying Physical Distancing Measures (Modifications to July 20, 2020 Plan are effective July 30, 2020)</h3>				
INDIVIDUALS AND BUSINESSES SHOULD FOLLOW ALL REQUIREMENTS LISTED ABOVE DURING ALL PHASES				
	 Phase 1	 Phase 2	 Phase 3	 Phase 4
High-Risk Populations*	Stay home unless engaging in Phase 1 permissible activities.	Strongly encouraged, but not required, to stay home unless engaging in Phase 1 or Phase 2 permissible activities.	Strongly encouraged, but not required, in Phase 1, 2, or 3 permissible activities.	Resume public interactions, with physical distancing
Recreation	Some outdoor recreation (hunting, fishing, golf, boating, hiking)	Outdoor recreation involving 5 or fewer people outside your household (camping, beaches, etc.)	Outdoor group rec. sports activities (50 or fewer people) Recreational facilities at <25% capacity (gyms, public pools, etc.)	Resume all recreational activity
Gatherings (non religious)	No gatherings	Gather with no more than 5 people outside your household per week	Allow gatherings with no more than 10 people	Allow gatherings with >50 people
Travel	Essential travel and limited non-essential travel for Phase 1 permissible activities	Essential travel and limited non-essential travel for Phase 1 & 2 permissible activities	Resume non-essential travel	Continue non-essential travel
Business/Employers (All businesses will be required to follow safety plans written by the state)	<ul style="list-style-type: none"> Essential businesses open Existing construction that meets agreed upon criteria Landscaping Auto/RV/boat/ORV sales Retail (curbside pick-up orders only) Car washes Pet walkers 	<ul style="list-style-type: none"> Remaining manufacturing Additional construction phases In-home/domestic services (nannies, housecleaning, etc.) Retail (in-store purchases allowed with restrictions) Real estate Professional services/office-based businesses (telework remains strongly encouraged) Personal services (hair and nail salons/barbers, tattoo, etc.) Pet grooming Restaurants/taverns <50% capacity, table size no larger than 5 (no bar-area seating) Limited small group fitness Drive-in Movie Theaters Library (curbside pick-up) 	<ul style="list-style-type: none"> Restaurants/taverns <50% capacity/ table size no larger than 5 Movie theaters at <25% capacity (telework remains strongly encouraged) Libraries Museums All other business activities not yet listed except for nightclubs and events with greater than 10 people 	<ul style="list-style-type: none"> Nightclubs Concert venues Large sporting events Resume unrestricted staffing of workites, but continue to practice physical distancing and good hygiene Live entertainment

* High-risk populations are currently defined by CDC as: persons 65 years of age and older; people of all ages with underlying medical conditions (particularly not well controlled), including people with chronic lung disease or moderate to severe asthma; people who have serious heart conditions; people who are immunocompromised; people with severe obesity; people with diabetes; people with chronic kidney disease; undergoing dialysis; and people with liver disease; people who live in a nursing home or long-term care facility.

Appendix G: Protocols for Eucharist

Protocols and Guidelines for the 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 H: Protocols for Baptism

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 candidates' 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 we might send a link to the congregants with a Kudo Board card where people can add their thoughts to "Will you who witness these vows do all in your power to support this person in his/her life in Christ?"*