



# St. Andrew's Episcopal Church

POLICIES AND PROCEDURES FOR RESUMING  
IN-PERSON WORSHIP DURING COVID 19

October 2020

111 NE 80<sup>th</sup> St. Seattle, WA 98115 | [www.saintandrewsseattle.org](http://www.saintandrewsseattle.org)

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## A Message from the Rector

My Dear Friends in Christ:

These are such unusual and complicated times. Many of us are languishing as we observe detailed precautions to stay healthy and contain the spread of the COVID-19 virus in our local community. We miss gathering in our church building, hugging one another, hanging out at coffee hours, and feasting from the Lord's Table. I, too, am weary of social distancing, isolation, and quarantine.

The good news is that the prevalence of the coronavirus in King county is declining. Someday, it will drop to a level that will allow us to move into Phase 3 of our state's "Safe Start" program of reopening. The parish will consider the possibility of resuming some sort of in-person services as we move safely into Phase 3 of that plan.

I am deeply grateful for the work of our *Task Force for Safer Worship at St. Andrew's* for their careful and detailed work on this reopening plan. This planning guide is the result of hours of study, investigation, and collaborative work, as they digested guidelines from numerous sources and local authorities for our common benefit. I find the guide to be clear, rational, practical, and eminently pastoral. It is motivated by love, care, and concern for the health and safety of everyone in our community of faith, including your clergy! I am especially grateful to Karla Koon who served as primary author and editor of this report.

Undoubtedly, there will be future changes to the pandemic landscape. Now that we have a plan for reopening, we can more readily adapt to the movement of the virus in our community and new guidelines that may emerge from our public health authorities, civic leaders, and Bishop.

I long to lead you in worship, in-person, and look forward to the day when we can gather again at the special place of love that we call St. Andrew's. I am,

Yours in Christ,

Rich+

The Rev. Richard C. Weyls

Rector

## Before We Begin

*This is my commandment, that you love one another as I have loved you. No one has a greater love than this, to lay down one's life for one's friends. John 15:12-14*

Since the pandemic started, we have all laid down our lives for our friends. We have laid down and set aside the normalcy of our lives for the health and safety of our families, friends, and neighbors. And in that loving surrender, it has been some time since we have been able to physically gather as a community under that familiar A-frame roof of St. Andrew's Episcopal Church.

The time has come to prepare for and consider what gathering will look like for our parish community. When the time is right to resume in-person worship, we will continue to be called to lay down our life as a worshipping community from what it used to be before the pandemic. And we will do so out of love for one another. It will be different, but we embrace that difference with love, faith, courage, and patience. And we will embrace it together with God and Holy Spirit, as we are further called to re-imagine how we each can serve and minister to the community to enliven the words of this plan into reality.

This plan has a lot of details. It synthesizes ever-evolving guidance and directives from the state and the Office of the Bishop. It incorporates learned best practices and shared wisdom, knowledge and resources from our community and the diocese. It may seem complex and overwhelming. We know; we understand. In those moments, we invite you to recall:

*Glory to God whose power, working in us, can do infinitely more than we can ask or imagine: Glory to him from generation to generation in the Church, and in Christ Jesus for ever and ever. Amen.*

*Ephesians 3:20,21*

With great faith,

### **Task Force for Safer Worship at St. Andrew's**

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## Three Steps to Resume In-Person Worship on Sunday

	<b>Step 1 Livestreaming Worship</b>	<b>Step 2 Pilot Limited In-Person Worship</b>	<b>Step 3 On-Going Limited In-Person Worship</b>
<i>Applicable WA State Phases</i>	Phase 1-4 Tentative start in Phase 2*	Phase 2-3 Tentative start in Phase 3*	Phase 2-4 Tentative start in Phase 3-4*
<i>Type of Sunday Worship Offered</i>	<ul style="list-style-type: none"> <li>9am Livestreaming worship</li> </ul>	<ul style="list-style-type: none"> <li>9am in-person worship with some congregational participants with continued Livestreaming</li> </ul>	<ul style="list-style-type: none"> <li>9am in-person worship by reservation with continued Livestreaming</li> </ul>
<i>In-Person Participants</i>	<ul style="list-style-type: none"> <li>No parishioners in the pews</li> <li>No high-risk lay participants</li> <li>About 6-10 including clergy, staff, singers, lay ministers, tech monitor</li> </ul>	<ul style="list-style-type: none"> <li>About 20 volunteer parishioners to form a representational congregation in the pews</li> <li>About 8-12 including clergy, staff, singers, lay ministers, tech monitor, greeters</li> <li>No high-risk lay participants</li> </ul>	<ul style="list-style-type: none"> <li>No more than 50 parishioners in the pews</li> <li>About 10-15 including clergy, staff, singers, lay ministers, tech monitor, greeters</li> <li>High-risk participation cautioned</li> </ul>
<i>Requirements</i>	<ul style="list-style-type: none"> <li>Screening protocols for building entrance</li> <li>Masks always required (except when speaking)</li> <li>Social distancing always required</li> </ul>	<ul style="list-style-type: none"> <li>Use of reservation system for participating parishioners</li> <li>Screening protocol for building entrance</li> <li>Masks always required</li> <li>Social distancing always required</li> <li>Post worship cleaning protocols tested</li> </ul>	<ul style="list-style-type: none"> <li>Use of reservation system for participating parishioners</li> <li>Screening protocol for building entrance</li> <li>Masks always required</li> <li>Social distancing always required</li> <li>No socializing inside before or after the service</li> <li>Use Post worship cleaning protocols</li> </ul>

*\*All timelines are estimates and at the discretion of the Rector.*

## Worship at St. Andrew's

Resuming in-person worship on Sunday will evolve over time to allow for the greatest opportunity for a safe, effective, and meaningful worship experience.

### ONLINE WORSHIP

Currently, St. Andrew's offers recorded worship services, including:

- Morning Prayer on Sunday at 9am as a Facebook Watch Party (and available anytime)
- Contemplative Prayer on Sunday evening (available anytime)
- Noonday Prayer on Wednesday (available anytime)
- Evening Prayer on Wednesday (available anytime)

With these services recorded, St. Andrew's maintained full compliance with the Governor's and Bishop's directives during the *Stay Home, Stay Safe Order*, Phase I and Phase 2.

As the church transitions to in-person worship, the first step will be to offer Livestream worship services on Sunday morning at 9am with no parishioners seated in the sanctuary. The timeline to take this first step is at the discretion of the Rector, but allowable in within Phase 2.

For the foreseeable future, all Wednesday prayer services, and the Sunday contemplative prayer service will continue to be recorded and offered online.

### IN-PERSON WORSHIP ON SUNDAY MORNING

The timeline for the implementation of this plan will be contingent on many factors. St. Andrew's is taking the necessary steps to prepare for resuming in-person worship. The ultimate decision to resume in-person worship will be made by the Rector relative to pertinent governmental and ecclesiastical guidance and/or directives.

St. Andrew's is considering resuming in-person worship:

- Upon the Governor's approval for King County to move to Phase 3; and
- A Flat or declining 14-day average of positive COVID cases while in Phase 3.  
(<https://www.kingcounty.gov/depts/health/covid-19/data/daily-summary.aspx>)

Reaching these benchmarks will not necessarily trigger an immediate and/or automatic response as there is other data to consider. These benchmarks are a signal to begin the consideration process and review other data and statistical factors that may impact the decision-making process. The decision to resume in-person worship is at the discretion of the Rector in consultation with staff and lay leadership. All in-person activities will be in alignment with directives from the Office of the Bishop.

It is important to note, that once we resume in-person worship if the safety of clergy, staff, volunteers and parishioners are in jeopardy or conditions in the city and/or county deteriorate, the Rector may make the decision to suspend in-person services at any time.

Initially, in-person worship will consist of one Sunday morning service at 9am. Additional worship service times will be considered:

- Once it is determined that protocols are functioning efficiently, effectively, and safely; AND
- When there are more parishioners desiring to attend than can be accommodated in a single service.

The decision to add more worship service times will be determined by the Rector in consultation with other church leaders. Additionally, all sacraments, liturgies or other expressions of worship, including Eucharist, Morning/Evening Prayer, Baptisms, Weddings, Funerals, etc. will be guided and determined by the Rector in consultation with other ministry leaders (as needed) and in accordance with directives from the Office of the Bishop.

## SUNDAY CHILDREN'S CHAPEL/CHURCH AND CHILDCARE

Children's chapel/church and childcare will not resume when St. Andrew's gathers for in-person worship due to risks of infection and the challenge in socially distancing children in smaller spaces. Children are welcome to attend worship services with their parents. A reservation will be required for all children attending Sunday worship services.

Consideration will be given to restarting children's chapel/church and childcare when:

- King County reaches Phase 4; and
- When it has been determined that those specific gathering spaces can be safely used and maintained.

The decision to resume children's chapel/church and childcare will be at the discretion of the Rector, in consultation with staff and other lay leaders, as needed. Until that time, children's chapel/church will continue online.

## ACCESSING AND MOVING WITHIN THE CHURCH

Once in-person worship resumes, all clergy, staff, lay ministers, singers, greeters, and other worship volunteers must enter and exit the church using East doors near the parish library.

All parishioners must enter and exit through either the front doors or East doors (ADA accessible) near the library. All other doors will remain locked with directional signage. It is asked that everyone honor the directional signage and enter and exit the building accordingly (even if you possess a key to the church). Please note, that all building exits will still be available for emergency egress in the event of fire or other emergency.

Access to interior parts of the church building will be significantly limited.

Parishioners will have access to the nave, the two accessible all-gender restrooms on the main floor, and male and female restrooms at the northeast end of the lower level accessed by the stairs in the Narthex.

The Sacristy will be limited to clergy, lay ministers (Altar Guild, Assisting Lay Minister, etc.) only.

Staff offices will be restricted to staff only.

The McLachlan Hall/kitchen, lower level classrooms, upstairs kitchenette, library, copy room, storage rooms, tech room, will be restricted to staff (or volunteers at the direction of staff).



## RESTROOM USE

The two accessible all-gender restrooms on the main floor, and male and female restrooms at the northeast end of the lower level accessed by the stairs in the Narthex will be available for use.

The two accessible all-gender restrooms on the main floor can accommodate one individual (or family members), while the male and female restrooms at the northeast end of the lower level will be posted for maximum occupancy of two people at a time.

For all restrooms:

- Social distancing markers will be placed on the floors or walls outside the restrooms to facilitate separation of people in queue for the restrooms.
- People will be encouraged to open doors with disposable towels or tissues to minimize contact with door handles.
- Hand sanitizer dispensers will be placed outside restrooms to facilitate hand sanitizing before entering and after exiting the restroom.
- A portable air filtration unit will be left running in each restroom throughout the day of services.
- Receptacles for used towels and tissues will be touchless (i.e. without lid, or with foot-operated lid).
- People will be encouraged to lower the toilet seat cover before flushing to reduce generation of aerosols.
- Hand washing prior to exiting the restroom is required.

## ASSIGNED SEATING

When St. Andrew's resumes in-person worship, parishioners will be required to make reservations in advance online (for those with limited internet access, reservations can be made by contacting the parish office). Seats will be assigned each week based on the number of reservations and family unit configuration that allows for maximization of the pew space and appropriate social distancing.

It is requested that all parishioners stay in their assigned seats to ensure proper social distancing and for contact tracing, should it be necessary. For these reasons, it is not permitted to change seats or move about the sanctuary.

## INDIVIDUAL PREPARATION FOR WORSHIP

As St. Andrew's prepares the church to gather again for in-person worship, it is important for individual parishioners to prepare themselves as to the expectations and requirements to safely be part of the worshiping assembly. To that end, please note the follow required personal practices during worship:

- Masks will always be worn by clergy, staff, volunteers and parishioners, (except for children under 5 years old) at all times. Greeters will deny entry and cancel the reservation of persons refusing to wear a mask for the full duration of the worship service. If the individual refuses to leave, the Presider should terminate the service and the assembly should leave, per the recommendations of the Chancellor team of the Diocese of Olympia. St. Andrew's will have masks available to provide to staff, volunteers, and parishioners if they do not have one.



- Parishioners will refrain from physical contact with others outside of their family unit. All clergy, staff, volunteers and parishioners will adhere to 6 feet of social distancing established on the campus, both on the interior and exterior of the church, as marked and while moving. The Peace will be shared while maintaining appropriate social distancing, staying in assigned seating by bowing or some other appropriate gesture(s).
- Prayer Books, hymnals, pencils, pledge envelopes, and newcomer cards will be removed from the pews. All elements needed for the worship service will be included in the single-use service bulletin. Parishioners may download and print their own bulletin in advance of arrival. Bulletins are available on our website and in the weekly worship email communication. Additionally, bulletins will be available and placed at each seat prior to the service beginning. Parishioners are asked to take their used bulletin with them upon exiting the sanctuary for recycling after the service.

## MUSIC

Music, singing hymns and choral music is an important part of the community worship experience especially at our 10am Sunday service. To the extent that it can be done safely in the sanctuary, St. Andrew's is committed to including music and hymns in our in-person services as part of this plan.

To this end, the initial plan to resume in-person worship is conservative, allowing for music and some limited singing. Singing may be done in limited numbers (no more than 4 individuals maintaining 6 feet of social distancing). Masks will always be worn by those who sing.

The Music Director and Rector will determine:

- The timeline to introduce singing into the worship service;
- The sung elements in the worship service, considering the length and frequency of what is to be sung; and
- The number of singers at any given worship service.

Full choir and congregational singing will be prohibited at this time.

## EUCCHARIST

For any worship service that includes the Eucharist, practices for distributing the Eucharist will be determined by the Rector as informed by the directives of the Office of the Bishop.

## OFFERINGS

St. Andrew's encourages parishioners to continue in their faithful stewardship by completing their pledge or other giving online. This can be done during the offertory time on an individual's mobile device. If a parishioner wishes to make an in-person offering, that should be done before or after the service. Offertory plates/baskets will be available at each entrance to the sanctuary. Individuals should not get up during the offertory to make their gift. A designated Greeter will collect the offerings after the service and handle in accordance with current church practice.

## DISMISSAL

The Presider dismisses the assembly from the altar platform or from in front of the Pulpit pending the music selection for the exiting processional (or if done in silence). After the dismissal, clergy, lay ministers, Music Director, and any singers will leave the sanctuary immediately. Postlude music will be suspended for the time being.

The assembly will remain in their seats after the dismissal. Greeters will deliberately guide parishioners in exiting of the church to adhere to proper social distancing at all time. Parishioners are not to socialize or move about the sanctuary.

Once on the outside of the church, parishioners can stay on the campus to socialize (in grass areas) provided that they make no physical contact, wear a mask, and maintain appropriate social distancing.

If there is a second service on any given Sunday, departing parishioners may not block, impede, or obstruct social distancing markers for the next group preparing to enter for service.

## MEETINGS, COMMITTEES AND SMALL GROUPS

Until further notice, all meetings, committees, ministry group meetings, youth and adult formation groups are to continue meeting via virtual/online platforms (Zoom, FaceTime, Teams, etc.). The Rector and other leaders will determine when gathering in-person is appropriate once King County reaches Phase 4 and various church spaces can be safely used and maintained.

# Reservations for Sunday Worship

## MAKING A RESERVATION

Reservations for Sunday worship will be available on the St. Andrew's website via Breeze, our parish management system. A limited number of reservations will be available for each service. The number of reservations remaining will be displayed when a person completes their reservation. If a service is full, a person desiring to attend may add their name to a waiting list; if a spot subsequently becomes available, they will be contacted by email and invited to make a reservation.

Reservations for each Sunday service will be made available on the preceding Monday, so only one Sunday service will be open for reservations at a time. The registration process will incorporate detailed instructions for attendance and screening/consent forms, designed to be read carefully and acknowledged. It will be clear that submitting a reservation will be understood as consenting to these instructions. Reservations will be closed on Thursday at noon prior to any service to allow for proper confirmations, waiting list notifications, etc.

Those who do not use a computer at home may reserve seats over the phone by calling Parish Administrator at 206.523.7476 ext. 301.

## RESERVATION GUIDELINES

It is possible that the number of people who wish to attend may eclipse the sanctuary capacity on any given Sunday. To accommodate all who desire to attend, parishioners/visitors will be asked to limit attendance to every other week. While this is not be strictly monitored or regulated, the community is encouraged honor this principle, so that all may experience in-person worship at their discretion. It is important to note, that this guidance may be adapted, depending on the lived experience of parishioners and attendance patterns after resuming in-person worship.

## RESERVATION CONFIRMATION

Parishioners/visitors will be encouraged to print out their confirmation email of successful registration or have it available on their mobile device to show the Greeter. While Greeters will have a list of confirmed registrations, having easy access to confirmation emails, will facilitate a smoother check-in process and minimize mistakes, misunderstandings, and confusion.

# Communications

## EDUCATING OUR COMMUNITY

A video series will be created explaining the Sunday experience at St. Andrew's to help educate parishioners prior to returning to in-person worship. Brief education videos will include:

- The Reservation Process
- Online Check In
- Arriving at Church
- Entering the Church
- Using the Restroom
- Expectations While in the Church
- Changes to Our Worship Service
- Exiting the Church

## EMAIL AND SOCIAL MEDIA

All parishioners are encouraged to sign up for emails from the St. Andrew's. News, information and notifications related to resuming in-person worship will be sent out via email (Breeze database), the monthly Log, as well as posted on website at [www.saintandrewsseattle.org](http://www.saintandrewsseattle.org). Facebook and other social media platforms will not be used as a primary method of communication but will have limited information available. As always, following St. Andrew's on Facebook is a valuable way to stay connected to our community. It will continue to be a primary connection for our LiveStream and other online worship offerings.

## COMMUNICATIONS VIA MAIL

St. Andrew's will prepare a brief communication piece summarizing the pertinent details of our plans to resume in-person worship. This communication will be directed to those who are known to have limited and/or no email access and those who have previously requested direct mail as preferred communication.

## CONTACT TRACING

The reservation list, confirmed attendance, seating assignments, LiveStream video and both online and/or paper disclosure and screening forms, will be maintained and archived each week. All historical records of attendance and seating will be confidential and accessed specifically for contact tracing or other such necessary notifications should the need arise. The Parish Administrator will maintain these for a month after each event.

# Preparing the Church

## GENERAL GUIDANCE

St. Andrew's is taking measures to prevent community spread of Covid-19. As required, St. Andrew's will visibly post information about COVID (safety information and requirements) from the CDC, DOH and OSHA inside and outside the church. In addition, St. Andrew's will use enhanced cleaning and disinfection procedures. The details contained herein have been developed with guidance from the Centers for Disease Control (CDC), Environmental Protection Agency (EPA), Occupational Safety and Health Administration (OSHA)

## PERSONAL PROTECTION EQUIPMENT

Personal Protection Equipment (PPE) will be required by all staff and volunteers engaged in cleaning duties and will include masks, appropriate gloves, disposable gown/apron, and eye protection (as needed). These items will be provided by St. Andrew's.

## SPACE ACCESSIBILITY

The sanctuary, the two accessible all-gender restrooms on the main floor, and male and female restrooms at the northeast end of the lower level accessed by the stairs in the Narthex will be open and accessible during service gatherings.

The Sacristy will be limited to clergy, lay ministers (Altar Guild, Assisting Lay Minister, etc.) only.

Each of these spaces will be cleaned and sanitized prior to and after each event. Cleaning schedules will be posted in all restrooms.

Staff offices will be closed to the public.

The McLachlan Hall/kitchen, lower level classrooms, upstairs kitchenette, library, copy room, storage rooms, tech room, will be closed to the public.

## CLEANING PRODUCTS AND USE

Only recommended EPA-registered disinfectants will be used. A list of all cleaning products and disinfectants used, along with MSDS and SDS documentation will be available in the Parish Office.

Commercial cleaning vendor and volunteers 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 janitorial closet near the chapel.

## CLEANING PROCEDURES

The church campus, including the Sanctuary, Narthex, restrooms, Sacristy and other spaces not open to the public for worship will be commercially cleaned each week on Wednesday.

The Sacristy will be accessed on Saturday to pre-set up for Sunday worship. Once the work is completed, all areas open to worship will be cleaned and sanitized on Saturday in advance of every Sunday worship in accordance with the *Cleaning Protocol* (Appendix A).

Immediately after worship and the sanctuary is cleared, windows and doors will remain open for 1 hour. During that time, all spaces will be cleaned in accordance with the *Cleaning Protocol* (Appendix A).

Volunteers will be trained in the cleaning protocol.

Tissue and no-touch waste receptacles will be placed in the Narthex and Nave.

Pedestal Hand Sanitizing Stations will be purchased and placed at both entrances (main entrance and East doors near the library), the upper restrooms, and lower restrooms, in addition to:

- The already existing mounted hand sanitizer stations mounted to the East and West wall of the Sanctuary adjacent to 1<sup>st</sup> pew;
- The hand sanitizer dispensers at various places on the altar platform; and
- The hand sanitizer dispenser in the Sacristy.

Additionally, sanitizer spray equipment will be purchased to reduce the amount of time it takes to sanitize the various rooms.

## AIR CIRCULATION IN THE SANCTUARY AND RESTROOMS

To reduce the risk of airborne transmission of coronavirus, steps will be taken as described in this plan to require universal mask use at all times, to eliminate singing by the congregation, and to maintain at least six feet of distance between members of different household groups (except during transient passing events lasting a few seconds).

In addition, the following steps will be taken to maximize the volume of air around participants and its rate of exchange with fresh air:

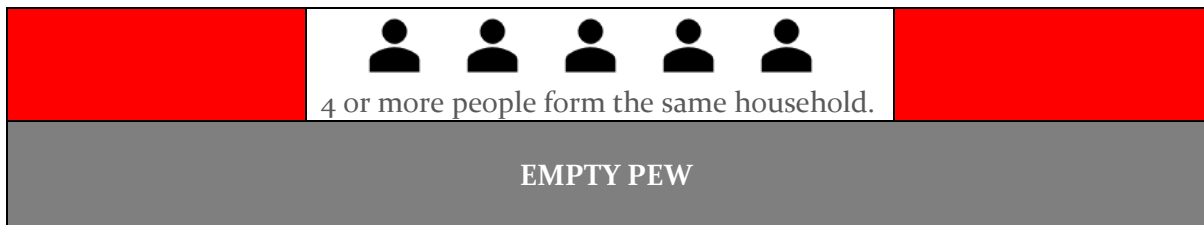
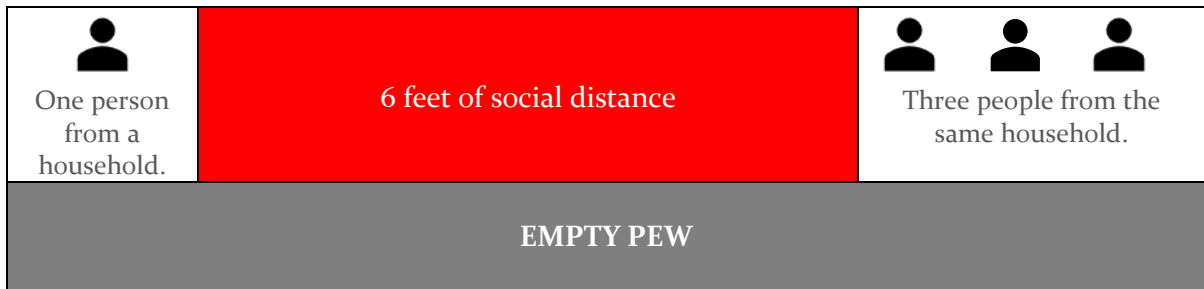
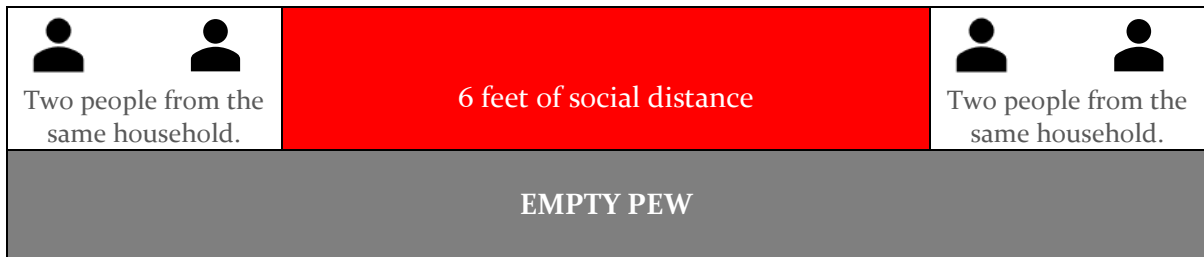
- Check in and waiting before a service will occur out of doors.
- The service will occur in the sanctuary, which is a very large space with an air volume of 100,000 cubic feet.
- During a service, the sanctuary windows and/or doors will be kept open to the maximum extent possible consistent with comfort and safety.
- Participants will be asked to leave the sanctuary promptly after the service, and to carry out any post-service conversations out of doors.
- Rest rooms will be equipped with portable air filtration units, which will be turned on for the duration of building occupancy on the day of service.
- Participants will be asked to avoid using any indoor spaces other than the sanctuary and the restrooms.

## PEW SEATING PLAN

To ensure appropriate social distancing is maintained throughout the service, a *Pew Seating Plan* (Appendix B) has been developed. This plan maintains six feet of social distancing by:

- Seating parishioners in every other pew and roping off un-used pews.
- Seating parishioners on the ends of each pew in use.

For each pew in use, 4 parishioners may be seated in a that pew in 3 different configurations:



Actual seating configurations will change week to week based on actual reservations.



## Welcoming People Back Together

As we welcome people back to St. Andrew's, a team of lay ministers will be needed for each Sunday service. Under normal circumstances, we would have a large number of lay ministers serving in a variety of capacities each Sunday including Altar Guild, Ushers, Eucharistic Ministers, Lectors, Intercessors, etc. With COVID-19, there is a limited number of people that can be in the church building at one time. With this, a fewer number of lay ministers will be able to serve and they will be called to do a greater variety of activities. St. Andrew's plan includes up to 9 lay ministers, as needed:

- Assisting Lay Minister (1)
- Intercessor (1)
- Greeter (6)
- LiveStream Monitor (1)

In addition to the identified roles before, during and immediately concluding the worship service, all 9 lay ministers will clean and disinfect the sanctuary and identified spaces following the worship service (as needed) per the *Cleaning Protocol* (Appendix A).

### ASSISTING LAY MINISTER AND INTERCESSOR

The Assisting Lay Minister and Intercessor primarily function within the context of the worship service as defined by the Rector in the in the *Interim COVID-19 Customary*. Additionally, these ministers will complete the final Sunday morning preparation and post-worship clean-up of the altar that is typically done by the Altar Guild.

These volunteers will also assist in cleaning and sanitizing the used spaces after the worship service.

### GREETER RESPONSIBILITIES

The Greeters will be the first to welcome people to St. Andrew's. They should be welcoming and inviting to all who join us, as well as, calm and patient in assisting those who may seem confused or overwhelmed by all the changes.

Parishioners will arrive and form a line outside on the ground markers indicating 6 feet of social distancing at both entrances. Members of a single family may be on one marker. Once on their marker, a Greeter will approach to complete the necessary check in process for those on that marker. This includes:

- Confirming a parishioner's reservation. If the parishioners in that group do not have a reservation, they will be asked to step aside. Admittance may be granted if space allows.
- Taking the temperature of each parishioner in that group. Anyone with a fever of 100.4 or greater will not be permitted to attend worship and will be asked to return home.
- Ensuring that each parishioner in the group are properly wearing masks (or provide a mask) prior to entering the church.
- Asking each parishioner in the group who registered online to complete the *COVID-19 Screening Questionnaire* (Appendix C). For those who did not successfully register online or is joining St. Andrew's for the first time, they will need to complete *COVID-19 Event Disclosure and Screening Form* (Appendix D).
- Providing the seating assignment and a general description of its location in the church.

- Directing parishioner's attention to the posted *Safety Requirements for Entry* (Appendix E) signage, indicating basic requirements for all entering the church, as well as to the location of available hand sanitizer stations.
- Assisting parishioners to their assigned seat at the designated time.

During the service, Greeters will be available to answer questions and monitor restroom use (as needed).

After the dismissal, the Greeters will assist parishioners in departing the church in a controlled manner.

These volunteers will also assist in cleaning and sanitizing the used spaces after the worship service.

### LIVESTREAM MONITOR

The LiveStream Monitor is there to ensure all technology components are properly set up, working, and sustained during the worship service per the Technology Committee's direction.

These volunteers will also assist in cleaning and sanitizing the used spaces after the worship service.

### EMERGENCY RESPONSE

In the event of a medical emergency during the worship service, Greeters are to immediately notify the Presider and call 911.

### PROTECTING VOLUNTEERS AND STAFF

The health and safety of staff and volunteers in all ministries is a priority. To that end, St. Andrew's will implement the following procedures and measures to minimize exposure and the risk of contracting COVID-19.

- Clergy, staff and volunteers will need to complete the *COVID-19 Event Disclosure and Screening Form* (Appendix D) prior to entering the church.
- Upon entry and prior to any work, hands must be washed.
- Masks must be properly worn at all time (covering the nose and mouth). St. Andrew's will make masks available to clergy, staff, volunteers, or personally owned masks may be used.
- Face shields will be provided by St. Andrew's to clergy, staff, and volunteers upon individual request.
  - Face shields will be provided and required by St. Andrew's and worn by clergy, staff and volunteers:
    - In instances where 6 feet social distancing CANNOT be maintained; or
    - Otherwise designated as necessary Personal Protective Equipment (PPE) for a given task.
- Clergy, staff and volunteer movement and parishioner interaction on the church campus will be limited to their specific role and function on any given Sunday.
- Ample quantities of hand sanitizer and latex gloves will be made available in convenient locations.
- An anonymous reporting system will be established to allow volunteers and staff to make suggestions and/or report unsafe practices.

- Clergy and volunteers should not serve on consecutive Sundays in the event of exposure.

## VOLUNTEER TRAINING

All volunteers will be trained in the aforementioned roles, including the use of Personal Protective Equipment (PPE) and cleaning protocols. All training will be facilitated by the appropriate designee as determined by the Rector. Training will consist of online (Zoom) training prior to resuming in-person worship, as well as on appropriate in-person orientation on the first day of service.



# St. Andrew's Episcopal Church

## Appendix A

### Cleaning Protocol

**PROCEDURE:** Cleaning and disinfecting of the worship area (sanctuary, nave, narthex, bathrooms, sacristy) to prevent transmission of SARS-CoV-2, the virus that causes COVID-19 disease.

**POLICY:** The professional cleaning service will clean the building once a week, prior to services being held the following Sunday. The Volunteer Cleaning Team shall clean and disinfect the worship area, sacristy and 4 bathrooms the Saturday afternoon before each Sunday and after every in-person worship service.

**PURPOSE:** The purpose of this procedure is to outline the steps and responsibilities for cleaning and disinfecting on days that worship services are held in order to provide a clean, safe environment for parishioners, visitors, and staff.

#### **MATERIALS and EQUIPMENT:**

1. Personal Protective Equipment (PPE) – mask; gloves disposable gowns or aprons, or personal reusable smocks, lab coats, or aprons; eye protection (disposable or personal reusable)
2. Approved disinfecting wipes, such as Lysol Disinfecting Wipes, EPA Reg No 777-114, containing a quaternary ammonium compound as the active ingredient.
3. Other acceptable disinfectants include, products containing detergents such as sodium laureth sulfate (such as Seventh Generation Multi-Surface disinfecting cleaner) or dodecylbenzenesulfonic acid (such as SS Sanitizer from EcoLab). [Click here](#) for EPA approved products.
4. Spray bottle of household cleaner for visible soil, and paper towels.
5. Bulk hand sanitizer (60% ethanol or 70% isopropanol) to refill dispensers as needed.
6. Disposable liners for waste/trash receptacles and for disposing of PPE.

#### **SAFETY:**

1. Be alert for sharp objects.
2. Use chemicals as directed by manufacturer's label.
3. Do not mix or combine chemicals.
4. Never re-immersing cleaning cloths into a bucket of disinfectant solution. Change cloths frequently.
5. Surfaces must remain wet for entire contact/dwell time.

#### **PROCEDURE:**

1. Clean surfaces with visible soil first with household spray cleaner or soap and water prior to disinfection.

2. Beginning at front outside entrance and working clockwise, wipe down pew surfaces (seat, back, front), benches, chairs, tables, window sills, lecterns, doorknobs, light switches, stair railings (in and outside), microphones, earphones, and attached control boxes, offering stations, hand sanitizer stations, used pens, used clipboards. Focus is on horizontal surfaces that are touched or likely to be touched during the service.
3. Refill hand sanitizer stations as needed.
4. Wipe down bathroom doorknobs, faucets, sink, toilet, hand sanitizer container.
5. After all areas have been cleaned with soap and water, apply mist spray of sanitizing solution and allow to air dry. Allow for the appropriate dwell time per manufactures recommendation.
6. Remove PPE and bag up for disposal, remove gloves last and wash hands.

**DOCUMENTATION:** Document date and time and volunteer names for all cleaning and disinfecting work in the appropriate logbook.

#### **REFERENCES:**

Cleaning and Disinfecting Your Facility: [https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19#filter\\_col1](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19#filter_col1)

Community, Work, and School Cleaning and Disinfecting: <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>

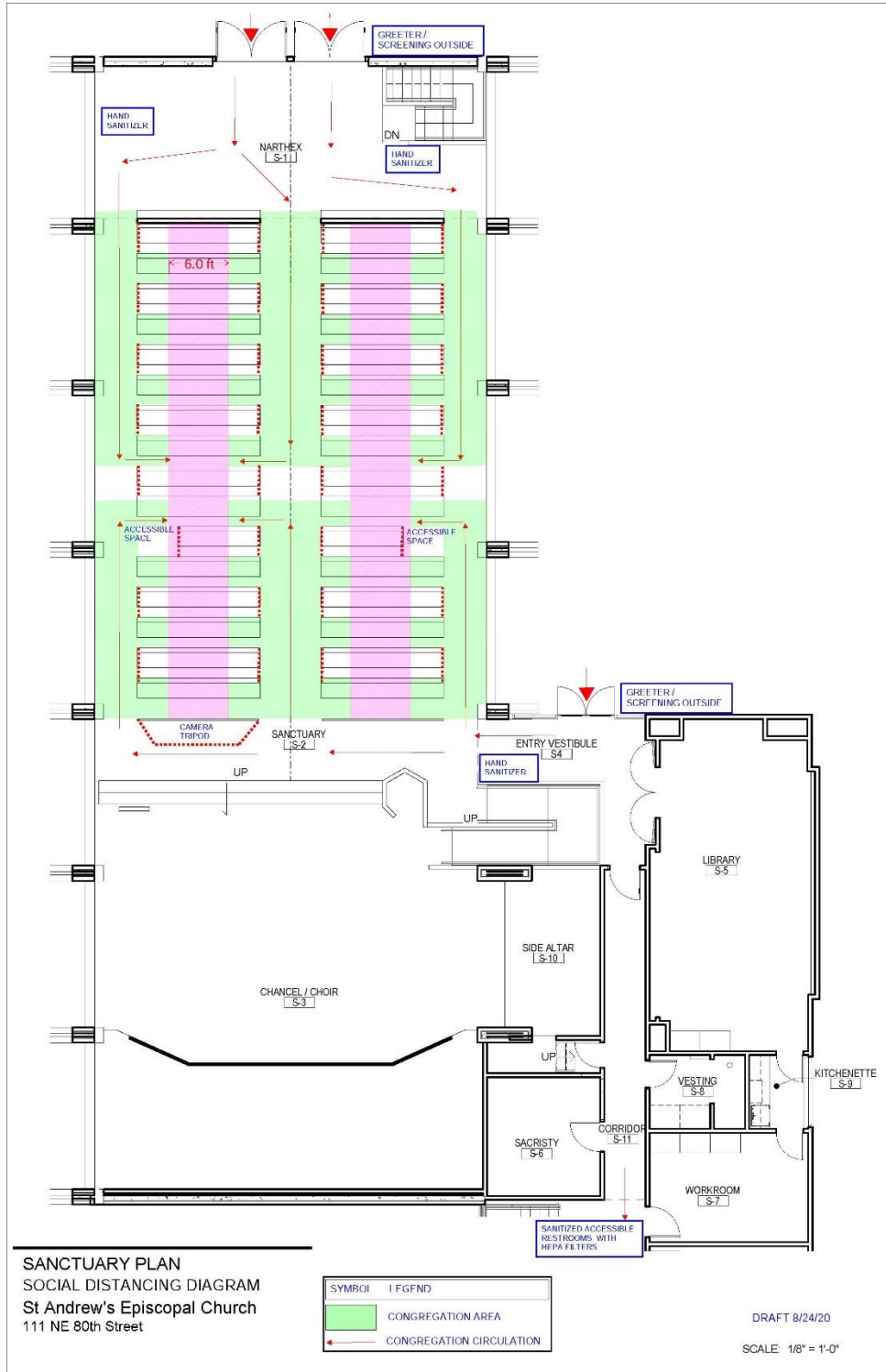
Cleaning and Disinfection for Community Facilities: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>



# St. Andrew's Episcopal Church

## Appendix B

### Pew Seating Plan





# St. Andrew's Episcopal Church

## Appendix C

### COVID-19 Screening Questionnaire

If you answer **YES** to any of these questions, you may not enter the church or attend this event. Please return home and contact your doctor regarding your symptoms, or practice social distancing and self-quarantining for 2 weeks.

Have you tested positive for COVID-19 in the last 14 days?	YES	NO
To your knowledge, have you come into close contact with a person who tested positive for COVID-19 in the last 14 days?	YES	NO
Do you feel or have recently felt feverish (greater than 100.4)?	YES	NO
Do you have or have you recently had any other COVID-19 symptoms such as shortness of breath, sore throat, coughing, nausea, vomiting diarrhea, tiredness, chills, headaches, muscle/body aches, confusion or loss of taste/smell?	YES	NO
In the last 14 days, have you participated in any gathering outside your household in which social distancing and masks were not observed by all involved?	YES	NO
Have you traveled out-of-state where there has been significant community spread of COVID-19 and stayed for longer than 24 hours within the past 14 day?	YES	NO

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_





# St. Andrew's Episcopal Church

## Appendix D

### COVID-19 Event Disclosure and Screening Form

Event/Activity: \_\_\_\_\_ Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

The health and wellbeing of our community is our paramount concern. Therefore, all event participants 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 agree to follow all social distancing, sanitizing, and temperature-taking protocols in place at this event/activity and **agree to wear a face mask for the entirety of this event.**
2. 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;
3. If I have been recently exposed to COVID-19, I understand that I may pose a risk to others; and
4. I agree that none of the following applies to me:
  - a. I have not tested positive for COVID-19 in the last 14 days.
  - b. To my knowledge, I have not come into close or proximate contact with a person who tested positive for COVID-19 in the last 14 days.
  - c. I do not feel feverish or have a temperature greater than 100.4.
  - d. I have not recently experienced any other COVID-19 symptoms, including by not limited to, shortness of breath, sore throat, coughing, nausea, vomiting diarrhea, tiredness, chills, headaches, muscle/body aches, confusion or loss of taste/smell?
  - e. In the last 14 days, I have not participated in any gathering outside my household in which social distancing and masks were not observed by all involved.
  - f. I have not traveled out-of-state where there has been significant community spread of COVID-19 and stayed for longer than 24 hours within the past 14 day.
5. 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 may be released to such Public Health Officials in the event it is needed for such a program.

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!

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# St. Andrew's Episcopal Church

## Appendix E

### Safety Requirements for Entry - Signage

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 any COVID-19 symptoms, including by not limited to, shortness of breath, sore throat, coughing, nausea, vomiting diarrhea, tiredness, chills, headaches, muscle/body aches, confusion or loss of taste/smell within the last 14 days, please refrain from entering the church.
- Always wear a mask covering both the mouth and nose.
- Maintain a minimum of six feet between members of other households (except during transient passing events lasting a few seconds).
- Use the hand sanitizer stations located in various locations at your convenience.
- Wait for Greeters to seat you or your household group and sit only in assigned seats.
- At the end of the service, leave your seating area and immediately exit the church only when a Greeter asks you to do so.