**A close up of a sign

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**RE-GATHERING PLAN**

**Policies and procedures**

**during the ongoing covid-19 pandemic**

***Revision 12/23/2020***

**Christ Episcopal Church**

**210 5th St. SW**

**Puyallup, WA 98371**

**253.848.2323**

**www. episcopallup.com**

CONTENTS

[A Message from the Rector 3](#_TOC_250006)

[Re-gathering Committee 4](#_TOC_250005)

[Re-opening Guidelines 5](#_TOC_250004)

[Worship at the Parish 6](#_TOC_250003)

[Preparation of the Space](#_TOC_250001) 9

[Welcoming People into the Nave/Dismissal 1](#_TOC_250000)1

Appendix A: Weekday Log-in sheet and Guidelines 13/14

Appendix B: Screening Questionnaire/Waiver 15

Appendix C: Signage Text (photos) 16

Appendix D: Service Videotaping Procedure 17

Appendix E: Lunches to Go Protocols 18

Appendix F: Outside Groups 19

Appendix G: “Blue Box” Seating Configuration 20

Appendix H: Washington State Reopening Phases 21

Appendix I: Diocesan Eucharistic Distribution Protocol 22

Appendix J: Diocesan Baptism Protocol 23

**A MESSAGE FROM THE RECTOR**

Thank you so much for those who helped with this plan.

I am grateful for the work the Re-gathering Committee, a group that has undertaken the convoluted work of trying to look at the ways to reduce risk while plotting a safe course for this faith community as we move toward corporate in-person worship, and eventually for all ministry groups. This planning guide took many, many hours.

Specific thanks to those listed on the next page who put in time, computer skills, Amazon-ordering skills, and worked with others to achieve this goal.

With daily and weekly changes, this has not always been easy. We will continue to monitor any significant changes and hope that our work will remain a basis for participating in a broader array of options. We will build on our emailed worship helps and early Zoom Holy Week services, our regular Zoom daily offices, video recorded services put out on Zoom and YouTube and more.

Whatever we do, we will no doubt continue to **worship, learn and serve together** whether virtually or in person.

Blessings,

*Rachel +*

The Rev. Rachel Endicott

Rector, Christ Church

**Christ Church Re-gathering Committee**

Sandi Carter,

Vestry Member

Gary Chaussee,

Vestry Member

James Mears,

Vestry Member

Linda Potter,

Deacon

with significant assistance from:

Alyse Russell,

Jr. Warden for Properties

and additional assistance from:

Peggy Blocher and Shelly Fairbanks,

Volunteer Usher Leadership Team

Alyce Warren,

Parish Administrator

**Reopening Guidelines for Serving our Neighbors and Sunday Morning Worship**

Phases 1-2

Re-imagined St. Laurence soup lunches into “Lunches to Go” with brown bag lunches provided at the porch of the church. See Appendix E for details.

Conduct virtual services via Zoom and recorded services uploaded to Christ Church’s YouTube channel and Facebook Page.

Phase 3

Continue with “Lunches to Go”.

Start a monthly 9:00 am worship service with limited capacity, socially distanced seating, masks worn over mouth and nose by all over 2 years of age (see the plan for medical exceptions), and no choral or congregational singing.

Phase 4

Return to 8:00 and 10:00 services with limited capacity and continued mask-wearing. Add in communion, as permitted (bread only or bread and wine). Evaluate data at that point for density of seating and singing protocols.

**WORSHIP AT THE PARISH**

**Recorded services**

After the initial required cessation of in-person Sunday morning services, Christ Church initially offered a mix of emailed worship tools and Zoom services. Over time, we have standardized to:

* Written worship materials emailed out Saturday night at 7:00 PM including readings and a meditation as well as links to a variety of styles and types of hymns and anthems
* In-person live Zoom daily office services offered weekly on Monday (Morning Prayer) and Wednesday (Compline)
* Morning Prayer worship recorded in the nave and set to stream at or after 8:15 AM on Sunday morning on the parish’s YouTube and Facebook channels. The participants in these services follow all current directives and precautions in accordance with Washington State and the Bishop’s requirements.

**In-person worship on Sunday morning**

Pierce County is currently still in Phase 2. The timeline is unknown for when Phase 3 will be reached as numbers of cases and percentage of positive tests have fluctuated. The building and regathering protocols are being prepared to be ready for when the occurs, with the understanding that ultimately the decision on re-gathering for in-person worship will be made by the Rector.

Minimum needs for the re-gathering for worship services will be:

* Achieving movement to Phase 3
* Adequate usher support and achieving cleaning protocols
* Provision for an individual to take on Sunday site-specific “Covid-19 supervisor” duties, a requirement of the State

Should the safety of the situation at the church or the wider county deteriorate, the Rector in consultation with leadership may make a decision to re-stop in-person worship at any time.

Reopening for worship will initially involve one 9:00 Sunday morning Morning Prayer service once a month. 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 Rector in consultation with other leaders . Other liturgies (Baptisms, Weddings, Funerals, etc .) will also be determined by the Rector in consultation with the Deacon and other ministry leaders, and as directed by the Office of the Bishop and in accordance with Washington State requirements and guidance.

**Music**

As noted by Dean Thomason of St. Mark’s Cathedral, “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.” Under the most recent requirements from the Governor, only soloists are permitted with one accompanist. Out of extreme caution, during Phase 3, we will not have congregational singing, ‘though may have masked soloists sing during the service. In Phase 4, it is possible that we may return to singing by the (masked) whole assembly in worship.

**Personal practices during worship**

The worshiping assembly (except children younger than two years old) will wear masks throughout the liturgy, including when singing, when singing by attendees is permitted. They will refrain from physical contact with others not in their household. Social distancing will be adhered to at all times, and individuals will refrain from mingling with people from outside their own household at all times, including before and after the service. For everyone’s safety, hymnals, bibles, and prayer books will be absent. Kneelers should not be used; congregants should sit or stand. Single-use leaflets containing the order of worship will be spread out on the front pew for use by those who gather, picking up only the one he/she/they will use.

Ushers will deny entry of persons who refuse to wear a mask. (For those with medical conditions, who have made previous arrangements to be seated alone in the parish hall, they will be led to that space by outside route via an usher.) If such persons refuse to leave, then the Rector will terminate the service and all present should leave, per recommendation of the Chancellor team of the Diocese of Olympia .

**Assigned seating**

At this time, we do not anticipate having assigned seating. Should we have a Sunday when we have to turn people away due to exceeding capacity, we will implement that.

Full capacity being estimated at 187,

25% capacity is 47 people

50% capacity is 94 people.

This includes clergy, musicians, and lectors.

**Morning Prayer/Eucharist**

Practices for the manner in which Morning Prayer and Eucharist are led will be at the discretion of the Rector; Distribution of the Eucharist – when included in worship – will be determined by the Rector, informed by the directives of the Office of the Bishop.

**Offerings**

People are encouraged to continue the spiritual practice of financial stewardship.

Options include:

* Giving online
* Leaving an offering before or after the service in the alms box which will be positioned in the hallway adjacent to the NW wheelchair accessible ramp
* Sending checks via the Postal Service to the church office

There will be information in the Sunday bulletin with more specific information about these options.

**Dismissal**

The Deacon or Rector dismisses the assembly; clergy and ministers will leave the nave immediately after dismissal or postlude.

The assembly will stay in seats through the postlude, if any. Usher #3 will guide them in exiting in staggered family groups by seating location (front to back). They are not to socialize inside and should maintain masks and social distancing outside.

**Restrooms**

Worshippers will be discouraged from using restrooms at the church and they will only be allowed to use restrooms for urgent needs before/during/after Sunday service(s). The restrooms will be cleaned Wednesdays using the products/protocol in the cleaning section. As the sinks there will generally be unavailable for those entering the church, hand sanitizer is available at the entrance/exit. A sign will be posted with protocols for restroom use including requirement that only one person is allowed in at one time and that anyone waiting to use the restroom must stand socially distanced.

**Accessibility**

All who desire to attend services must enter via the north end of the church and up the ADA compliant ramp at the NW corner of the building, dropping off waivers, getting temperature taken, and then moving to the hand sanitizing station and stewardship box before being seated by an usher in a “blue box” seating area in the pews. COVID safety signs will be posted at entry both inside and outside of the church building. Those waiting to enter must stand socially distanced. Tape will be used to mark out spaces on the ramp and sidewalk so that people know where to stand.

**Sunday school and other meetings**

There will be no in-person Sunday School, nursery care, choir practice, coffee hour, or other elements that wrap around or support worship on Sunday mornings.

All other education programs, ministry groups and meeting groups should plan to continue meeting via Zoom until further notice. The Rector and other leaders will determine when re-gathering in person is appropriate once the county reaches Phase 4 and we are able to ensure that the meeting spaces can be maintained for safe use.

For those whose ministry necessitates visiting the worship space, parish hall, offices or other spaces during the week, please see the guidelines for weekday visits and be sure to check in to affirm your health status and for contact tracing purposes (See Appendix A.)

**Contact tracing**

Waivers/Contact Tracing sheets to be completed by all attendees will be kept for three further Sundays before being shredded and will be used only if necessary for contacting tracing for a confirmed or suspected Covid-19 individual who attended services.

**PREPARATION OF THE SPACE**

**General Information**

Christ Church is taking measures to prevent community spread of covid-19, which includes enhanced cleaning and disinfection procedures.

**Personnel and Volunteer Safety**

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

**Locations and frequency**

A deep cleaning of the church, required by Diocese and State, will be done prior to opening the church for in-person services.

High touch areas of the nave and pews will be cleaned prior to each service, as well as the entry way and check in table.

The Parish Hall is cleaned prior to and after use for the Wednesday Lunches to Go. Bathrooms are cleaned after the Wednesday program finishes. The Parish Administrator and Rector disinfect commonly touched surfaces in the Parish Office daily.

**Cleaning products and use**

Bioesque Botanical disinfectant is used to clean any of the wood surfaces and is a ready to use product. The product is used on damp rags and can be found on the EPA list N disinfectants, which means that this product is expected to be effective against SARS-COVID-19.  Used for our church pews or any wood surfaces.

Clorox disinfectant wipes are used to clean doorknobs, desktop surfaces, and any other surfaces that are not wood.  Clorox bleach and water mixture will be used on tabletops located in the Parish Hall (see Appendixes for Lunches to Go and Outside Groups).

Assured hand sanitizer (compared to Purel) is placed at tables in Parish Hall and around the church.  Sanit Moisturizing Hand Sanitizer is used in the automated hand sanitizer station. Tissue and waste receptacles will be placed in the front and rear of the nave.

409 Cleaner/Degreaser and Comet is used in bathrooms and on bathroom floors.

**Air circulation in the nave**

As Christ Church does not have a HVAC heating system with air blowers, prior to starting seating in the pews for the service all available windows will be opened and the whole-church fan will be turned on. The windows will be closed prior to locking up the building after the service is concluded and the congregation members have exited.

**Seating Arrangement**

Seating areas on the pews will be marked with blue “painter’s tape”. Ample space will be left between pews behind and in front and the central aisle to keep individuals and households 6 feet apart in all directions. (See Appendix G for a photo of “boxes”.)

**WELCOMING PEOPLE INTO THE NAVE**

**Greeter Responsibilities**

Greeters will be the first to welcome people to the church for worship. Even though greeters will have masks on at all times, their smiles will show through! Make people feel welcome through body language, verbal communication, and making eye contact. Shaking hands and physically touching others (hugging) is not allowed. All people must maintain social distance from each other, Greeters included!

For each service, there will be three Greeters.

Greeter #1 will:

* Staff the check-in table (behind plexiglass screen)
* Take the temperature of each congregant. (If 100.4 or higher, ask them to leave immediately.)
* Provide a basket for each congregant to drop in their contact tracing sheet/waiver. Provide an additional one for those who need to sign on the spot along with sanitized pens. Extra masks will also be available here.
* Keep a running tally of arrivals to make sure the capacity numbers are not exceeded.
* Direct congregants up the ramp to the sanitization station and offering box area
* Ensure they are wearing their mask. If anyone has previously provided a medical mask exemption, take the individual via the outside of the church to the parish hall.

Greeter #2 will be in the hallway to the church, ideally in the NE corner (near the hallway to the sacristy), and:

* Direct people to sanitize hands
* Show them the donations box
* Show them the signs for: distancing, symptoms
* Ensure that if any one urgently needs to use the restroom, they are the only one in the restrooms (two on main level ONLY) and there are no additional people loitering near the doorways to the restrooms. Anyone waiting to use the restroom must stand physically distanced per posted protocols for restroom usage in the restrooms.

Greeter #3 will:

* Remain in the church
* Invite congregants to take a bulletin from the staggered bulletins arrayed on the front pew
* Leaving a six foot gap, take them (filling from the back) to the available “blue box”
* At the end of the service, after the postlude, allow people to exit the nave from front to back

**Safety and wellbeing**

Anyone noticing safety concerns should provide in-person, written, or emailed notification to the Sunday Covid-19 Supervisor for Sunday or the Parish Administrator.

**Post-exposure incident recovery plan**

If there is a case of exposure or infection from covid-19 identified at a church worship service or other event, we will consult Pierce County Public Health officials. At the minimum, Christ Church would, at the least, communicate to those who participated in the event, conveying the health officials’ advice on quarantining and/or testing. The church would provide health officials with the contact tracing sheets if so advised.

Additional safety and cleaning of the church, or cancelling further services until a future point, should it be deemed warranted, may be done, if required by guidance and requirements from Washington State.

**Appendix A:**

**Staff and Volunteer Guidelines for Weekday Presence at Christ Episcopal Church, Puyallup**

For all staff and volunteers:

* **Call the church office, 253-848-2323, BEFORE coming any time you plan to be in the church outside of scheduled Wednesday programming** (St. Laurence Ministry or filming of services). If coming during hours when the office is closed, **still call the office** to make sure no one else is planning on coming at the same time. Alyce, our Parish Administrator, will keep track of who is planning to be in the building during times the office is closed.
* Staff and volunteers will take their temperature prior to coming to the church. If it is 100.4 or higher or you have any Covid-19 symptoms, please do not come, but remain at home.
* Sign in to the log on a clipboard outside the office door, to include name, confirm your temperature is normal and you have no symptoms, time in and time out. When possible, try to limit your time in the building to 20 minutes or less.
* **Put on your mask, covering both mouth and nose, prior to entering. A face shield by itself is not adequate; it must be worn with a mask.** If you are the only person in the building, your mask can be removed as long as that remains true. If someone else enters, immediately mask up. Masks must be worn when two or more people are present.
* Only two people may be in a room at a time other than the nave or the parish hall. Maintain at least six feet distance at all times.
* Wash hands when you first arrive at church and frequently thereafter.
* If you become sick after being at the church, please report it to the parish administrator and seek medical attention from your doctor. If you become sick while at church, please immediately sequester yourself in a room or space currently not being used if you need to wait for a ride or the ambulance.
* Please be sure to disinfect the area(s) you use prior to and after use. Alyce can provide information on where to find cleaning supplies or sanitizing wipes.

So, in a nutshell: **call first, socially distance, wear masks, and wash your hands**!

12/23/2020



**Appendix B: Christ Episcopal Church, Puyallup**

**Attestation and Consent**

In compliance with the State of Washington’s “Safe Start” plan and the Diocese of Olympia’s “Guide to Gathering in Person,” please read and sign the following attestation and consent form. ***Thank you for helping us keep our community safe and healthy***; we are all in this together!

**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, older people (over the age of 65) and those with underlying health conditions (heart or lung disease, diabetes, etc.) are at greater risk and are strongly

encouraged 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.*

**How do we cooperate to protect people and reduce risk as we gather for worship?**

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

• A cloth face covering must be worn at all times, covering mouth and nose

• Physical distancing of at least 6 feet must be maintained between 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.)

• For staff and volunteers: wipe down high-touch surfaces before and after use

• Sign an Individual Attestation and Consent to Work/Participate

**Attestation and Consent**

By signing below, you attest:

• That you have not exhibited any symptoms of COVID-19, come into contact with anyone who has or has tested positive, or tested positive yourself in the last 14 days

• 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 COVID 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 (six points under section on cooperation)

• To release Christ Churchor the Diocese from any liability in the event that you are exposed and/or become ill

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Name (Printed) Phone Email

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**Appendix C**: Signage as worshippers enter



**Appendix D:**

**Guidelines for Wednesday filming guidelines**

**Christ Episcopal Church, Puyallup – September 27, 2020**

In order to minimize proximity to one another, and to reduce the chance of infecting others, the ten or fewer participants in the Wednesday videotaped services will do the following:

* Check in using the hallway weekday check in station: Sign in, confirm absence of symptoms, confirm temperature under 101.4, use hand sanitizer, and wear mask.
* Prepare for their role in worship, moving between hallway, chancel, and sacristy so as to remain as distanced from others as possible. If it is necessary to use the sacristy, office or other space, there are to be no more than two people in smaller spaces.
* For worship, the participants are to remain in their seating areas which are at minimum of six feet apart. This is true except for the Presider and Deacon processing in and out, lectors moving to the ambo to read, and Presider moving away from the altar during the hymn.
* The participants will be located as follows:
  + Videographer – behind camera in front of nave
  + Presider – immediately behind altar
  + Deacon – at chair to east of altar
  + Pianist – at piano or on additional chair behind piano against the wall
  + Choir director/other musician – in chair to the rear of the deacon
  + Lectors/prayer leaders – seated along the west wall (if in same household), in the second musician space if no second musician is present, or separated by six feet along the west wall if unrelated.
* Participants will wear their masks at all times, except when reading/preaching.
* All solo or congregational singing (when congregational signing is permitted) shall be done with masks on.

Other items of note:

* Handling of filming equipment shall only be done by the videographer (with the exception of handing off the Rector’s phone for filming).
* The videographer will prop the door open between the nave and hallway for easy access for ringing the bell.
* Anyone arriving early for the Wednesday feeding program (volunteers or guests) will not be allowed in the nave or chancel areas, but will need to immediately go to the Parish Hall or front church steps. A sign will be placed on the door by the Parish Administrator to notify people of this.

**Appendix E**:

**Procedures for Lunches To Go (lunch distribution ministry)**

**based on guidelines from the CDC and Pierce County Health Department**

**September 27, 2020**

**General information and personal protection**

1. Wear a face mask over your mouth and nose at all times.

2. Use social distancing of 6 feet apart from others at all times.

3. Sign into the church using the weekday contact-tracing form (confirming: temperature lower than 100.4, no Covid-19 symptoms).

4. Wash and/or sanitize hands and then put on gloves.

**Preparation of tables and food**

5. Make up sanitizer: 1 tablespoon bleach to 1 quart of water.

6. Sanitize the top and sides of all tables used in the preparation of Lunches to Go and the two tables used outside: hand washing station table and table to hold the sack lunches.

7. Make up lunches using only prepared pre-packaged items for the lunches: individual packaged bags of chips, pudding cups, fruit cups, commercially prepared and packaged sandwiches, pre-packaged cookies, protein bars, etc. Include napkin and plastic eating utensils.

8. Take two medium size tables (already sanitized) outside.

9. One table goes at the beginning of the walkway. This is the hand washing station.

Items needed at this table are: liquid hand soap, warm water in a cooler used to wash the hands, bucket to catch the water used to wash hands, and a roll of paper towels to dry hands.

10. Upon the Lunches To Go table, situated on the porch, are placed: sack lunches labeled by type of sandwich, drinks in cans/bottles, bottled water, and personal size toiletry items in individual bags.

11. During set-up or distribution, no lunch guests are allowed to go into the church.

**Distribution of food, mail and bus tickets**

12. Maintain a 6-foot distance from all other volunteers and the guests coming to pick up a sack lunch and/or mail. Masks must be worn at all times. Wear gloves at all times.

13. Let the guests pick up their own sack lunch, drink can and/or water.

14. For guests who are picking up mail, lay their mail on the table and let them pick up their mail or provide it to them briefly with extended arm, remaining behind the Lunches to Go table. This process is the same for bus tickets.

15. For monthly Drive By Volunteers, waving at the people in the cars and trucks as the vehicles drive by, wear a mask and maintain 6 foot distancing from others.

**Closing up process**

16. At closing bring the two outdoor tables and all other items back into the parish hall and wipe them down with sanitizer.

17. Make sure bathrooms are cleaned and sanitized.

18. Pour the sanitizing solution down the drain (new sanitizing solution needs to be made each week).

19. Remove your gloves and wash/sanitize your hands.

**Appendix F**:

Procedures for Outside Groups gathering at Christ Episcopal Church, Puyallup,

based on guidelines from the CDC and Pierce County Health Department

December 23, 2020

General information and personal protection

1. Wear a face mask over your mouth and nose at all times.

2. Use social distancing of 6 feet apart from others at all times; groups must be no larger than current Pierce County guidelines dictate.

3. Sign into the church using the Attestation and Consent form in Appendix B which records contact information for those attending.

4. Wash and/or sanitize hands.

Preparation of space to be used (to be done by group contact)

5. With gloves on, make up sanitizer: 1 tablespoon bleach to 1 quart of water (bottle, bleach and water found in kitchen).

6. Sanitize the top and sides of all tables used by the group. Let the bleach solution sit for one minute prior to wiping off.

7. Use Clorox disinfecting wipes (also found in kitchen) to wipe the metal portions of the chairs to be used.

8. Restrooms are not available for use during this time for groups meeting 2 hours or less (as informed by previously receiving a copy of these procedures).

During the meeting

9. Maintain a 6-foot distance from all other participants. Masks must be worn at all times.

10. There can be no shared meals, drinks, or other shared items.

11. If possible, open windows for best ventilation.

Closing up process

12. Putting on gloves, wipe down all tables used with santizer, let sit, and wipe off.

13. Use Clorox disinfecting wipes to wipe the metal portions of the chairs to be used.

14. If there has been an emergency and any other part of the building has been used (kitchen or bathroom), make sure these areas are also cleaned and sanitized before leaving.

15. Pour the sanitizing solution down the drain (new sanitizing solution needs to be made each day).

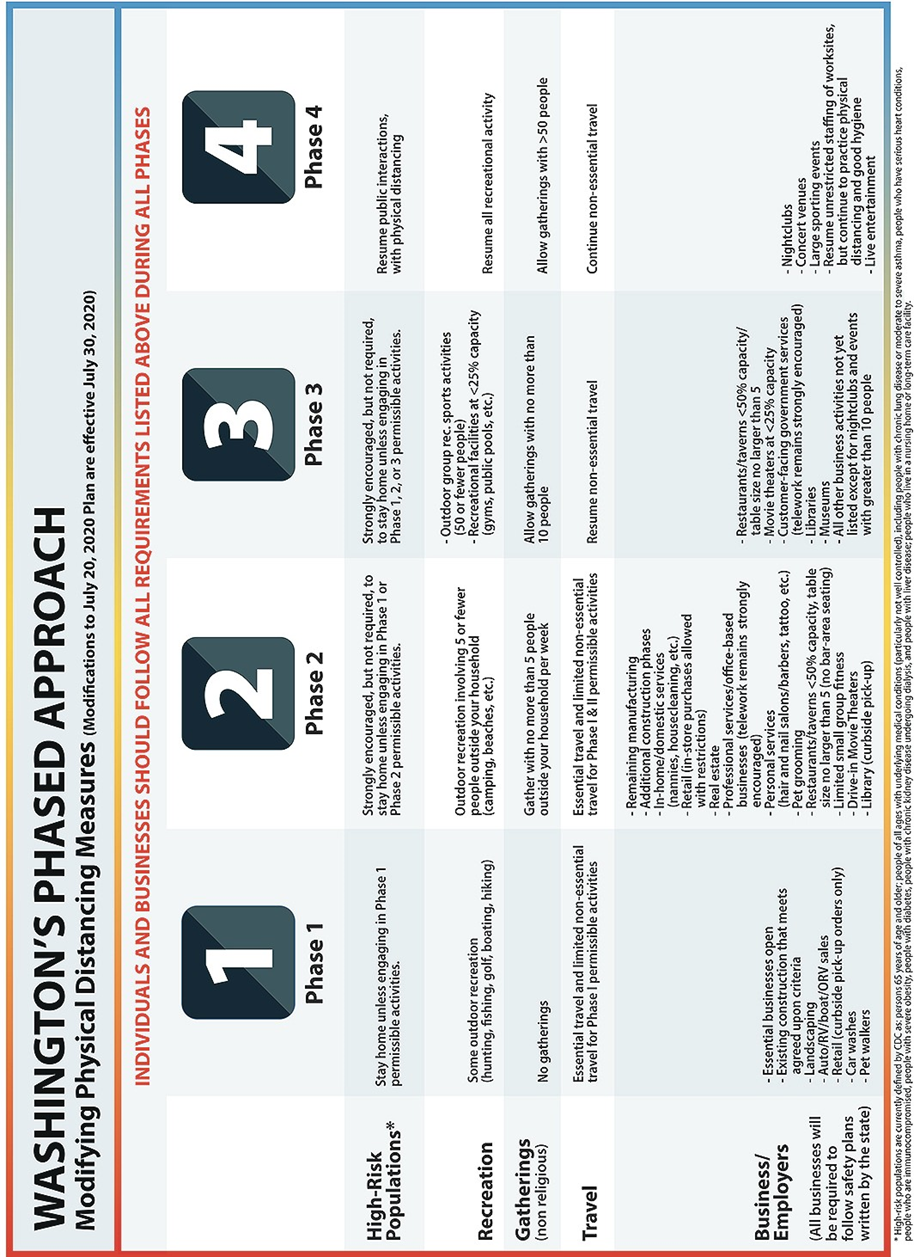
16. Remove your gloves and wash/sanitize your hands.

17. Make sure all windows/doors are closed/locked and any trash generated has been removed to trash can.

**Appendix G**: Seating (Parishioners are to be seated by “bubble” within each “blue box”)



**Appendix H**: Washington State Reopening Phases



**Appendix I**: Diocesan Eucharistic Distribution Protocol

**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 J**: Diocesan Baptism Protocol

**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 you could send a link to the congregants with a card whereby

people could download and print that includes the line, "Will you who witness these

vows do all in your power to support this person in her life in Christ? We will." and ask

people to write a message and mail it to the baptismal candidate, affirming their

participation in the liturgy and the covenant and whatever other message of welcome

and support they want to give.