

A Return to In-Person Worship @ St. Stephen's Episcopal Church, Longview, WA

Guidelines, Restrictions, & Expectations for Congregants, Visitors, Staff, & Volunteers

We will strive to meet the guidelines set out by Governor Inslee as our county (Cowlitz) moves through the phases of re-opening. We will follow all guidelines or rules set forth by [the Office of the Governor of Washington State](#) and by [the Office of the Bishop of the Episcopal Diocese of Olympia](#) for resuming in-person worship. We want to honor all who worship and meet in our building with a safe and workable system for meeting in person.

Phase 2 requirements for in-person worship:

In order to maintain social/physical distancing requirements, the stated capacity for **indoor** in-person worship will be **40 people**, not including clergy or staff but including volunteer servers (readers, greeters, ushers, COVID19 managers, etc.).

In order to maintain social/physical distancing requirements, the stated capacity for **outdoor** in-person worship will be **20 people**, not including clergy or staff but including volunteer servers (readers, greeters, ushers, COVID19 managers, etc.).

Even when in-person worship resumes, **Virtual Online Worship options will continue.**

The following guidelines apply to **both indoor and outdoor** in-person worship services.

- Signs regarding guidelines and restrictions and information about the virus will be posted on any bulletin boards in the hall or parish hall, kitchen and office, and at all entrances to the building as needed.
- **Wearing Masks** is required for **ALL** in attendance **before, during, and after the service**. If someone arrives without a mask, one will be provided to them in an individually packaged baggie that they will be instructed to take home with them for use next time.
 - At this time, we cannot make an exception for a medical exemption to the mask mandate. Individuals with a legitimate medical exemption and formal written doctor's note with a wet signature are asked to contact Fr. Nic for specific accommodations.
 - All servers and worship leaders will wear masks before, during, and after the service and will also maintain social distancing.



- Entrance to worship will be from the back of the church, through the front doors (22nd Avenue). Wheelchair/Handicap access will be available through the parking lot door nearest the sacristy. Exit after worship will be through the doors by the office, through the courtyard. People will be expected to social distance (i.e. stay 6 feet apart) as they move through the process of entering and leaving.
- **Volunteers** are restricted to those without pre-existing conditions and those who are under 65 years of age.
- A greeter or usher will take each person's temperature, and every person will provide contact information (full name and a phone number) which will be kept for 8 weeks.
- All in attendance will sign a **COVID19 Event Disclosure & Screening Form**
 - Hand Sanitizer will be given before and after signing
 - There will be two holders for pens, one for clean pens and one for used pens which will be cleaned before they are used again.
- Attendees will sit only in designated, social distanced seating, to be set out prior to the worship starting. An usher will be available to direct attendees to available seating and will determine when the available seating has reached capacity.
- All books and items will be removed from the pews and pew backs.
- As bathrooms contain a number of high frequency touch surfaces, they pose a certain amount of risk and therefore:
 - Attendees are encouraged to only use the facilities when absolutely necessary
 - Sanitizing wipes/cleaners will be available to wipe down surfaces before/after use
 - Bathroom facilities will be cleaned by staff/assigned volunteers before, during (at least one time), and after in-person worship services
- There may be **no direct physical contact** between servers and members or visitors.
 - No passing of the peace.
 - No person-to-person physical contact except within immediate family units.
 - Anything to be consumed may not be presented to the members or visitors in a communal container or plate.

- **Music** – No choir shall perform during the service. Congregational singing is permitted, but individuals **must not remove their face coverings to sing – it must stay on for the duration of the service.** Soloist musical performances are permitted so long as the performer wears a face covering. In the event the soloist is performing on a woodwind or brass instrument, the soloist may remove their face covering only during the performance. Musical performances that include a soloist and piano accompanist are permitted, but musical performances of more than two individuals are prohibited.
- There will be **no childcare services** offered during Phase 2.
- There won't be any coffee hour or socializing until the state moves to Phase IV, and/or the Diocese approves such activities.
 - Please do not congregate on the church grounds before or after the service, either in the parking lot or in the courtyard
- In the event that someone arrives and will not adhere to our guidelines (wearing a mask or social distancing), they will be asked to leave, with an explanation of why. If the visitor continues noncompliance, no services will be performed to comply with state regulations on community safety and all persons will be asked to leave the premises.
- All physical spaces and surfaces used during the course of worship will be disinfected following the service, either by wiping them down with disinfectant solution and/or disinfecting wipes and/or using an electrostatic cleaning sprayer.

Phase 2 requirements for office operations:

- Employees will sign in each day with a check-mark or comment about their general health that day, and their temperature will be taken and recorded with the statement of well-being.
 - Sick employees are instructed to stay home or immediately go home if they feel or appear sick. Any areas where an employee with probable or confirmed COVID-19 illness worked, touched surfaces, etc., will be cordoned off until the area and equipment is cleaned and sanitized, following the cleaning guidelines set by the CDC to deep clean and sanitize.

- Cloth face coverings must be worn by every employee **not working alone** at the location unless their exposure dictates a higher level of protection under Department of Labor & Industries safety and health rules and guidance.
 - Exceptions to this requirement for cloth face coverings include when working alone in an office, vehicle, or at a job site; if the individual is deaf or hard of hearing and is communicating with someone who relies on language cues such as facial markers and expression and mouth movements as a part of communication; if the individual has a medical condition or disability that makes wearing a facial covering inappropriate; or when the job has no in-person interaction.
- Face coverings are required for all visitors and vendors to the building
- Number of people in the office will be limited by the Parish Administrator (Becky Edmiston) and she has the authority to deny any person access if she deems them to be a threat due to lack of a mask or behavior that is deemed risky.
 - Parish Administrator Becky Edmiston will serve as the **COVID19 Supervisor** for the Monday-Thursday operation of the offices
 - Lisa Sudar, Greg Moore, and/or The Rev. Nic Mather, Rector, will serve as the **COVID19 Supervisor** for Sunday Worship services unless otherwise designated
- All rooms and bathrooms that have been used will be disinfected, either by wiping them down with disinfectant solution and/or disinfecting wipes and/or using an electrostatic cleaning sprayer.

Phase 3 requirements for in-person worship and office operations:

Phase 3 requirements will remain the same as Phase 2

Outside user groups (Community Yoga, Meditation, NA/AA, etc.) will be invited to return to using the building **as long as they meet all of the above guidelines and designate one person in their group to serve as COVID19 supervisor for their gatherings.** Further expectations/guidelines will be made available by the Parish Administrator at that time.

Response in the event of a COVID19 exposure at in-person worship or in the office:

In the event of a confirmed COVID19 exposure at an in-person worship service or in the office, the building will be **immediately closed** until a proper deep cleaning and sanitization can be accomplished according to CDC guidelines. Contact information for attendees, visitors, and vendors, may be shared with Public Health officials to engage in an approved contact tracing program. All those who have been deemed exposed will be asked to self-isolate and quarantine for 14 days, unless otherwise directed by Public Health officials.

Temperature: _____

COVID-19 Event Disclosure and Screening Form

St. Stephen's Episcopal Church, Longview, WA

Worship Attendance

Date/Time of Event: _____

Name of Participant: _____

Phone Number: _____

Email Address (optional): _____

The health and wellbeing of our community is our paramount concern during the global pandemic of COVID19. Therefore, all participants at the above event are required to sign one of these forms and agree to voluntarily assume any risk of physically participating at this event.

Before attending, you agree that:

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

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

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

Signature: _____ Date: _____

