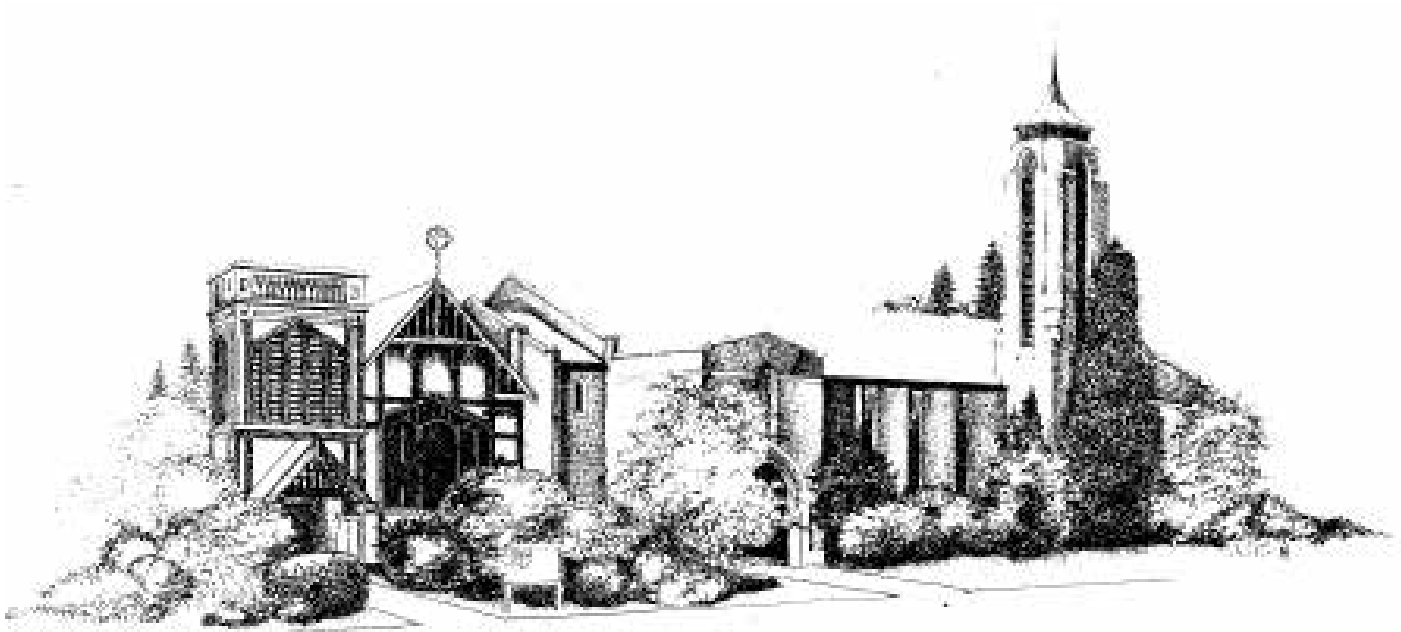


EPIPHANY†

— *Seattle* —



Epiphany Seattle's Comprehensive
Plan for In Person Gatherings
COVID 19
(revised)

submitted by Diane Carlisle, Covid Supervisor

Reopening Plan By Phase

Phase 1	Phase 2 and 3	Phase 4
No in person worship	Indoor worship begins when all protocols are in place.	Indoor worship continues
Livestream of our 8:45 service	9:00 and 11:15 in person services, adding more if warranted	9:00 and 11:15 in person services, adding more if warranted
4 choir members 1 verger 1 priest 1 AV specialist 1 Director of Music	Preregistration through our database Realm	Preregistration through our database Realm
Masks when not publicly speaking or singing.	Limited to 50 people per service, plus staff	Limited to governor's Safe start rules for Phase 4 Masks required
Screening protocols on entry to building (temperature taken and Covid Release Form)	Masks required Screening protocols on entry to building (temperature taken and Covid Release Form)	Screening protocols on entry to building (temperature taken and Covid Release Form)
	Congregational singing with masks on	Congregational singing with masks on
	One cantor with a mask and one organist	One cantor (or choir if allowed) with a mask and one organist
	Spiritual Communion only until we can figure out how to safely distribute communion in our physical space	Communion offered, if can be done in a safe, compliant manner in our space
	Three livestreamed services of Evensong (no congregation)	Three livestreamed services of Evensong, parishioners allowed as for regular services (same protocols will be followed)
	Broadcast service continues as in Phase one at 8:45	Broadcast service continues as in Phase one at 8:45
	Sunday school and Adult Formation on line, no nursery	Sunday School and nursery in person resumes

WORSHIP AT EPIPHANY

Online Services

Epiphany began offering live streaming of the 8:45 Sunday liturgy in September of 2019. With the closing of our building and campus in March 2020 for safety during the pandemic, protocols were established for continuing the online services, staying in accord with the Governor's and Bishop's directives.

During Phase 1 services were livestreamed with four singers, a priest, and a vergier. Two people assisted with the technical aspects. During Phase 2 we switched to a pre-record format which debuts at 8:45 on Sunday morning. This allowed us to record the sermon separate from the rest of the liturgy and pull in additional offerings such as a virtual choir and beautiful visuals. Beginning in September 2020 we also added three Evensong services. These services are livestreamed and the four to five singers are socially distanced and wear singer's masks. Additionally there is one officiant, 1 - 2 AV specialists, one organist, and one director. There are no parishioners at these services.

In-person Worship on Sunday

We plan on opening our doors for in-person worship in October 2020. Our church has a capacity of 450. Under the governor's guidelines for Phase 2 we may have 25% capacity or 50 people which ever is less. We will have a maximum of 50 people at each of two services, 9:00 and 11:15. If there is more demand, we will add a third service at 8:00 am. These services will be services of Spiritual Communion. Only the presider will commune themselves in both kinds. They will have one assistant who will serve as the altar guild, sacristan, subdeacon, intercessor, and acolyte. This will ensure that only two people will touch the elements. All safety protocols will be followed including copious hand washing, hand sanitizer, social distancing and the wearing of masks.

Evensong

We will not be having any in-person Evensongs until we are allowed to have a choir.

Details for Worship During Phases 2 and 3

Note: Because King County is in Phase 3, we did not provide details for Phase 1. If we revert to Phase 1, we will shut our campus down completely, except for broadcast and livestream services of Spiritual Communion and Evensong.

Music

We will have no choir, until we have been told that it is safe to have an in person choir leading worship. During Phase 2 and 3 we will have a masked cantor. The Congregation will sing two hymns and the Sanctus without removing their masks.

Personal Practices During Worship

Everyone present (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. They will maintain social distance and refrain from mingling with people from outside their own household at all times, including before and after the service. For everyone's safety, hymnals, and Prayer Books have been removed. Single-use bulletins containing the order of worship will be placed in preassigned pews. Seating will be assigned with no more than one family per pew and every other pew will be empty allowing for social distancing. Tissues in the pews and no touch waste receptacles in the narthex and front of the nave are available.

If a person refuses to wear a mask they will be asked to leave and worship at home. If they refuse the presider will cancel the service and all will be asked to worship from home.

Assigned Seating

Seats will be assigned each week based on the numbers and needs of people who have registered for that Sunday. A chart will be placed on a large board and each pew will be labeled with the family name assigned to that pew. Worshipers are required to sit in their assigned seats and are not permitted to change seats or move about the nave or gallery.

Eucharist

We will not be distributing Holy Eucharist during our in person services during Phase 2. We will re-evaluate this practice for Phase 3 or when there is an option that the rector feels is safe for our parishioners in our space and is in accordance with the diocesan protocols.

Offerings

People are encouraged to give online; they may use the Offertory time in the service to make electronic offering. Instructions are included in the bulletin. There is also a basket for general offerings and another for hunger on the check-in table where parishioners can place their offering before taking their seats .

The staff working at the check in table will take the offering to the safe in the usual manner at the end of the service.

Dismissal

The Presider will dismiss the congregation; clergy and ministers will leave the nave immediately after dismissal or postlude.

The congregation will stay in their seats through the postlude. People will be directed to exit through either the door they came in or the door closest to the parking lot, depending on which side the nave they are seated on. They are not to socialize inside and should maintain masks and social distancing outside. Directions for exiting are included in the bulletin.

Using the Restrooms

Restrooms have been retrofitted with locks on the exterior doors and have been relabeled as unisex restrooms. Signs on the door request that only one person or family enter at a time and that they lock the restroom while they are occupying it. Signs are posted reminding people of proper hand washing and social distancing. Restrooms will be cleaned and thoroughly disinfected midway through each service and following each service by church staff. Sanitizing wipes are available. Hand sanitizer is available at all exits. The floor is marked for social distancing.

Sunday School and Other Meetings

Sunday school for children will remain online during the 11:15 service for the time being. Our Sunday School committee is watching the Seattle Public Schools and will look to possibly offering in person Sunday School when the Seattle Public Schools open for in person instruction. This will not happen until at least Phase 3, most likely Phase 4. Choirs are rehearsing virtually until such time as the restrictions on in person choirs is lifted. Choristers are also meeting on line with one on one instruction. All other ministry groups will continue to meet online in compliance with the governor's safe start plan. In person meetings will be allowed based on the size of the group (currently less than 5 in Phase 2).

RESERVATIONS

Reservations For In Person Worship

An invitation to register through our online database (Realm) will be sent through our Wednesday online newsletter. People who have trouble registering, or do not receive our At a Glance newsletter may call or email our Director of Administration (Diane Carlisle) who will manually register them. Each of the two services is limited to 50 people under Phase 2 and Phase 3. If more people try to register than we have room for we will add as many services as needed to accommodate all who wish to worship in person.

Preview Video

A preview video explaining the procedures has been put together by our Rector, Doyt and our Communications Minister, Jad Baaklini. The video will go out in the Wednesday email before our first in-person services. In the video the check in process, entrance and exit procedures, and what to expect during the services is thoroughly explained. People are asked to watch the video before registering.

Contact Tracing Plan

A list of participants, including name and email is generated from the online registration system and a seating chart is created from this list. In addition, each participant must fill out a COVID release form (see attached). The seating chart, registration list, and COVID forms will be retained for at least 21 days. All data will be confidential, but will be turned over to the King County Contact tracers should a positive case of COVID 19 be identified. The Director of Administration will maintain these files, shredding them at the appropriate time.

Check in Table

Parishioners and staff will check in at the check in table They will wait socially distanced (floor is marked) until the table is clear. They will have their temperature taken. In addition, they will turn in their Covid release form and may put their contributions in the offering plate or hunger basket. They will be guided to the seating chart and hand sanitizing station, and then they will enter the nave and go to their assigned seat.

PREPARATION OF THE SPACE

General Guidance

Epiphany is taking measures to prevent community spread of Covid-19, which includes undertaking enhanced cleaning and disinfection procedures. These procedures have been developed with guidance from the Centers for Disease Control (CDC), the bishop's guidelines for reopening, and the Governor's Stay Safe plan.

Personnel Safety

Personal protection equipment (PPE) will be required by all people on the campus at all times unless they are in their own, enclosed workspace. Masks obtained from King County will be provided by Epiphany for those who do not have one.

Locations Open During Services

During services when parishioners are allowed on campus, only the church and restrooms under the church will be open. An ADA restroom off of the Great Hall will be available if needed. Signs are posting advising people to not enter the chapel or the Parish Hall from the church (except if an ADA restroom is needed). Exterior doors to these locations will remain locked. The church is only accessible through the front doors where the check-in station will be located.

Cleaning Procedures

We have continued to have our campus cleaned by our outside contracted professional cleaning service throughout the Pandemic. They use PPEs and follow all guidelines for disinfecting and cleaning in a safe and thorough manner. They clean our spaces 6 days a week.

The nave, narthex, sacristy and restrooms, including all high touch areas, will be disinfected prior to the 9:00 service and after the 9:00 and 11:15 services. The restroom will also be disinfected during the 9:00 and 11:15 services.

Immediately after public worship in the nave, the cleaning staff will open the north emergency doors, interior narthex doors, and main doors . They will remain open for one hour .

Thorough cleaning and further disinfecting will be done on Sunday evening by our cleaning crew as usual.

Epiphany Seattle's Safety Practices and Procedures During COVID-19 for Christie House

Covid-19 Site Supervisor

Our Covid-19 Site Supervisor is Diane Carlisle

Health Screenings of Staff and Parishioners

Monday through Friday staff and all visitors are required to sign in in the main office with their email and phone number. For all services everyone in attendance must have their temperature taken and sign a COVID release Form.

Anyone who has a fever of over 100 degrees or shows other signs of illness will not be admitted. People must verify that they do not have a fever of 100.4 or higher, muscle or body aches, a cough, shortness of breath or difficulty breathing, a sore throat, chills, new loss of taste or smell, nausea/vomiting/diarrhea, a runny nose/congestion or unusual fatigue.

Masks and Disinfecting Practices and Procedures

Everyone on campus will wear a mask every day, all day. Children under 2 are not asked to wear masks. There is mounting evidence that mask wearing plays a very important role in interrupting the transmission of the virus, so we take this practice seriously. The only exception is our recording of our broadcast services and the preaching of the sermon during our outdoor Morning Prayer service.

We have a touchless hand sanitizer dispensers at the entrance of every building on campus. We clean and disinfect regularly, including restrooms after each service.

Plan for Sick Staff or Parishioners

Sick individuals are not permitted on site. If staff become ill while on campus, they will be sent home immediately.

If at any time anyone develops a fever of 100.4, has a cough, shortness of breath or difficulty breathing, a sore throat, chills, new loss of taste or smell, nausea/vomiting/diarrhea, runny nose/congestion or unusual fatigue, they will be sent home and we'll ask that they stay home until it has been 72 hours since the symptoms stopped. We will contact the King County Health Department and will comply with Contact Tracers.

Outside Groups

Currently Epiphany has two tenants. One is Epiphany Early Learning Program. EELP is not affiliated with Epiphany. They rent several spaces on our campus. They have been back in operation since June of 2020 with their own set of protocols in compliance with CDC and the State of Washington guidelines for preschools. We also have three classrooms being used by Epiphany School. They are not part of Epiphany Church and have reopened in compliance with guidelines set for private schools. Both parties have signed the agreement (drafted by our chancellor, Doug Oles) below in good faith.

Dear _____:

Epiphany Parish welcomes you to resume your use of our facilities, wishing every success to your participants!

At the same time, the Parish wishes to honor its responsibilities as a good citizen of our local community. Toward that end, we ask you to confirm that your leaders have familiarized themselves with the current state and municipal rules that require "social distancing" and other measures to help protect against the COVID-19 virus, and that you intend to assure compliance with those rules.

Faithfully,
The Reverend Doyt L. Conn, Jr.
10th Rector of Epiphany Parish

Name (printed)

Signature

Date

Organization

Currently we have no other outside groups using our spaces. When we reopen our spaces to outside groups, it will be in compliance with Governor's Safe Start program. Currently we are limited to less than 5 people together so we have made the decision to not open our campus to other outside groups. When we reach Phase 3 we will reopen to groups of less than 10 provided they are able to comply with all guidelines. They will be required to sign the agreement on the previous page. These forms will be retained by the COVID supervisor.

Church Groups

In a memo sent September 25, 2020 the governor updated regulations for religious organizations. The following was added:

Can small-group gatherings such as Sunday School and support groups for those in recovery from addiction continue?

Yes. Religious study classes, religious ceremonies, and other gatherings and services provided by religious and faith-based organizations are permitted. Staff, members, and visitors must always still wear face coverings and maintain at least 6 feet of separation. Please review Washington State's complete guidance for how to prevent the spread of COVID-19 in religious and faith gatherings.

Based on this information we will slowly begin to invite Epiphany groups to meet in person again if they desire. The first group that is going to meet in person is our Sunday evening Youth Group. They will need to follow all protocols and have every attendee fill out a COVID release form for Contact Tracing.

COVID-19 EVENT DISCLOSURE AND SCREENING FORM

Church/Organization: Epiphany Parish of Seattle
Event/Activity: Service of Holy Eucharist
Date of Event: _____
Name(s) of Participant(s): _____
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:

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, nor has any member of my household, 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: _____

Information for In Person Worship

Thank you for registering to attend the _____ service on _____. We are so glad to be able to worship with you in person this morning!

Here are some things you will need to know:

1. Please fill out the COVID release form and bring it with you (one per family). If you forget it, a form will be provided when you arrive. There will be a place to put the form on the table as you check in.
2. Please check in by going to the main entrance to the church at least 20 minutes before the beginning of the service. Please maintain social distancing from people not in your household.
3. Everyone must wear a mask. Those who do not have a mask will be given one.
4. Please use hand sanitizer upon entry.
5. You may place your offering and contributions to the hunger basket on the table as you check in.
6. Your temperature will be taken by a temperature gun.
7. Seats are assigned. Please consult the board to see where you are sitting.
8. Bulletins will be at your seat. Please remain at your seat until the service begins.
9. Everyone in your group must stay in their assigned seats unless using a restroom.
10. A restroom is provided in the undercroft of the chapel and upstairs in the Parish Hall (ADA only please) off of the Great Hall. Please follow the signs. Please maintain social distancing while waiting. Only one person is allowed in the restroom at a time. Please lock the door upon entering.
11. There is no nursery care or formation hour or coffee hour on campus. We are asking that people not congregate before or after the service to ensure safety for all in attendance.
12. Following the service, please take your bulletin with you. You may recycle it or take it home.
13. Please maintain social distancing when leaving the service.

God will be praised! Hallelujah!

Phase 1, Phase 2, and Phase 3 Religious and Faith-based Organization COVID-19 Requirements

With continuing reports of COVID-19 outbreaks at spiritual gatherings as counties have advanced to Phases 1.5, 2, and 3 of the *Safe Start* Plan, the Governor still strongly encourages religious leaders and communities to conduct services remotely. Alternatively, drive-in services are permitted in all phases and capacity limits do not apply. Counseling services are essential and may be permitted in-person, if remote counseling is not viable.

In addition to remote and drive-in services, religious and faith-based organizations are permitted to conduct the following activities, provided all requirements in this document are met:

Phase 1

Hold outdoor services on the organization's property (or immediately adjacent property if explicitly permitted by the local jurisdiction) with up to 100 individuals, so long as six feet of physical distancing can be achieved between households. Cloth face coverings are required for all participants.

Outdoor services may be conducted under an outdoor structure (temporary or permanent) so long as the structure is not walled/enclosed on more than two sides to provide appropriate ventilation.

Phase 2

A) Hold indoor services at a place of worship with up to 25% of room capacity or up to 200 people, whichever is less, so long as six feet of physical distancing can be achieved between households. Cloth face coverings are required for all participants.

Additional attendees are permitted to attend simultaneous services if the organization has a separate freestanding building or separate rooms within the main building, provided that each separate building or room used must have its own accessible (1) outdoor entrance/exit; and (2) bathrooms for all participants. The entrance/exit and bathrooms must be separate from those used for the main building or room and from all other buildings or rooms used by the organization for simultaneous services. If the above requirements are met, the organization may conduct simultaneous services (whether by livestream or otherwise) with up to 25% of the room's capacity or up to 200 people, whichever is less, so long as six feet of physical distancing between households can be (and is) maintained at all times.

B) Hold outdoor services on the organization's property (or immediately adjacent property if explicitly permitted by the local jurisdiction) with up to 200 individuals, so long as six feet of physical distancing can be achieved between households. Cloth face coverings are required for all participants.

Outdoor services may be conducted under an outdoor structure (temporary or permanent) so long as the structure is not walled/enclosed on more than two sides to provide appropriate ventilation.

C) Hold or provide in-home services inside a person's residence with up to five total individuals (excluding organization staff). Cloth face coverings are required for all participants.

Phase 3

A) Hold indoor services at a place of worship with up to 50% of room capacity or up to 400 people, whichever is less, so long as six feet of physical distancing can be achieved between households. Cloth face coverings are required for all participants.

Additional attendees are permitted to attend simultaneous services if the organization has a separate freestanding building or separate rooms within the main building, provided that each separate building or room used must have its own accessible (1) outdoor entrance/exit; and (2) bathrooms for all participants. The entrance/exit and bathrooms must be separate from those used for the main building or room and from all other buildings or rooms used by the organization for simultaneous services. If the above requirements are met, the organization may conduct simultaneous services (whether by livestream or otherwise) with up to 50% of the room's capacity or up to 400 people, whichever is less, so long as six feet of physical distancing between households can be (and is) maintained at all times.

B) Hold outdoor services on the organization's property (or immediately adjacent property if explicitly permitted by the local jurisdiction) with up to 400 individuals, so long as six feet of physical distancing can be achieved between households.

Outdoor services may be conducted under an outdoor structure (temporary or permanent) so long as the structure is not walled/enclosed on more than two sides to provide appropriate ventilation.

C) Hold or provide in-home services inside a person's residence with up to ten total individuals (excluding organization staff). Cloth face coverings are required for all participants.

Staff are excluded from the maximum number of individuals, but any organization volunteers are included in the maximum number of permissible individuals. The services covered in these operational guidelines include all worship services, religious study classes, religious ceremonies, and religious holiday celebrations. Religious weddings and funerals are not covered under this document and must follow the guidance in this [memo](#).

Organizations are strongly encouraged to keep a log of attendees at each service or counseling session, and to retain that log for at least two weeks. If an outbreak occurs, this information may be critical to help save lives.

Safety and Health Requirements

All organizations (including religious and faith-based organizations) have a general obligation to keep a safe and healthy facility in accordance with state and federal law and safety and health rules for a variety of workplace hazards. In addition, they must comply with the following COVID-19 organization-specific safety practices, as outlined in the Governor's *Stay Home, Stay Healthy* Proclamation 20-25, et seq., and in accordance with the Washington State Department of Labor & Industries [General Requirements and Prevention Ideas for Workplaces](#) and the Washington State Department of Health Workplace and Employer Resources & Recommendations at <https://www.doh.wa.gov/Coronavirus/workplace>.

Religious and faith-based organizations must specifically ensure operations follow the main L&I COVID-19 requirements to protect employees:

- Educate all employees in the language they understand best about coronavirus, how to prevent transmission, and the owner's COVID-19 policies.
- Screen employees for signs/symptoms of COVID-19 at the start of every shift. Make sure sick employees stay home or immediately go home if they feel or appear sick. Cordon off any areas where an employee with probable or confirmed COVID-19 illness worked, touched surfaces, etc., until the area and equipment is cleaned and sanitized. Follow the cleaning guidelines set by the CDC to deep clean and sanitize.
- Maintain minimum six-foot separation between all persons in all interactions and at all times. When strict physical distancing is not feasible for a specific task, other prevention measures are required, such as use of barriers, minimization of individuals in narrow, enclosed areas and waiting rooms, staggered breaks, and work shift starts.
- Provide (at no cost to employees) and require the wearing of personal protective equipment (PPE) such as gloves, goggles, face shields and face covering masks as appropriate or required for the work activity being performed. 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. The facial covering requirement does apply to the individual(s) leading the service.
 - 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.
- Refer to [Coronavirus Facial Covering and Mask Requirements](#) for additional details. A cloth facial covering is described in the Department of Health guidance, [Department of Health guidance](#).
- Ensure frequent and adequate hand washing with adequate maintenance of supplies. Use disposable gloves, where safe and applicable, to prevent virus transmission on items that are touched frequently or shared and discard after a single use.

- Establish a housekeeping schedule that includes frequent cleaning and sanitizing with a particular emphasis on commonly touched services.
- Post a sign at the entrance to the organization that says face coverings are required.

A location-specific COVID-19 supervisor shall be designated by the organization at each location (indoor and outdoor) to monitor the health of employees and enforce the COVID-19 safety plan.

An employee may refuse to perform unsafe work, including hazards created by COVID-19. And, it is unlawful for the employer to take adverse action against an employee who has engaged in safety-protected activities under the law if the individual's work refusal meets certain requirements. Information is available in these publications: [Safety and Health Discrimination in the Workplace brochure](#) and [Spanish Safety and Health Discrimination brochure](#).

Employees who choose to remove themselves from a worksite because they do not believe it is safe to work due to the risk of COVID-19 exposure may have access to certain leave or unemployment benefits. Employers must provide high-risk individuals covered by Proclamation 20-46, et seq., with their choice of access to available employer-granted accrued leave or unemployment benefits if an alternative work arrangement is not feasible. Other employees may have access to expanded family and medical leave included in the Families First Coronavirus Response Act, access to unemployment benefits, or access to other paid time off depending on the circumstances. Additional information is available at [Novel Coronavirus Outbreak \(COVID-19\) Resources](#) and [Paid Leave under the Washington Family Care Act and the Families First Coronavirus Response Act](#).

All religious and faith-based organizations are required to comply with the following COVID-19 organization-specific safety practices:

1. Prior to beginning operations as described in this document, all religious and faith-based organizations are required to develop for each location (indoor and outdoor if applicable) a comprehensive COVID-19 exposure control, mitigation and recovery plan. The plan must include policies regarding the following control measures: PPE utilization; on-location physical distancing; hygiene; sanitation; symptom monitoring; incident reporting; location disinfection procedures; COVID-19 safety training; exposure response procedures and a post-exposure incident project-wide recovery plan. A copy of the plan must be available at the location for inspection by state and local authorities, but state and local authorities do not preapprove the plan. Failure to meet planning requirements may result in sanctions, including the location being shut down.
2. COVID-19 safety information and requirements, such as CDC, DOH, OSHA posters shall be visibly posted at each location (indoor and outdoor).
3. Face Coverings and Exemptions - All employees, members, and visitors in attendance shall wear face coverings before, during, and after the service (whether indoor or outdoor). The face covering requirement **does** apply to individual(s) leading the service and others who speak during any live service. There are exemptions to wearing face covering, so please refer to the [Department of Health's Order on Face Coverings](#). If the

speaker needs an accommodation due to a medical exemption, then a Plexiglas 3-sided barrier may be used during the service. The barrier must be disinfected after every use. For services that are recorded or filmed without a live audience, then face coverings are not required for individuals while they are speaking.

4. There may be no direct physical contact between servers and members or visitors. Anything to be consumed may not be presented to the members or visitors in a communal container or plate.
5. 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.
6. All services may provide access to restrooms, provided that access is controlled and capacity is limited to no more than the number of stalls in the restroom. Individuals waiting to use the restroom must maintain at least 6 feet of distance between each person.
7. Soap and running water shall be abundantly provided at locations for frequent handwashing. Employees should be encouraged to leave their workstations to wash their hands regularly, and required to do so before and after going to the bathroom, before and after eating and after coughing, sneezing or blowing their nose. Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol should also be provided and used, but are not a replacement for the water requirement.
8. Disinfectants must be available to employees, members, and visitors throughout the location (indoor and outdoor) and ensure cleaning supplies are frequently replenished.
9. Clean and disinfect high-touch surfaces after each use—including personal work stations, mirrors, chairs, headrests and armrests, doorknobs, handrails, restrooms and breakrooms—using soapy water, followed by the appropriate disinfectants. If these areas cannot be cleaned and disinfected frequently, the organization shall be shut down until such measures can be achieved and maintained.
10. All organizations must adhere to physical distancing requirements and have six feet of space between workstations or have physical barriers between them.
11. All organizations must adhere to physical distancing requirements and have six feet of space between the congregation's seats, pews, and benches or have physical barriers between them. Members of the same household may be seated together as a single unit. This may require the organization to reconfigure the congregation's seats, pews, and benches or have physical barriers between them. The organization must place markings on the floors and seats indicating a six feet radius to help guide members and visitors.
12. Increase ventilation rates where feasible.

13. Ensure that tissues and trashcans are placed throughout the location (indoor and outdoor).
14. Inform all employees, members, and guests that they must self-screen for signs and symptoms of COVID-19 before arriving at the location.
 - Request employees, members, and visitors to take their temperature before attending a service. Any individual with a temperature of 100.4°F will not be permitted to attend the service or attend work at the organization.
 - Any individual with a household member who has been diagnosed with COVID-19 or with symptoms of COVID-19 (including a fever above 100.4°F) may not attend the service or attend work at the organization.
15. For in-home services, religious and faith-based organizations are permitted to convene up to five individuals in Phase 2 and ten individuals in Phase 3, excluding organization staff. These individuals do not need to be from the same household. However, individuals must wear face coverings when individuals from outside of the household participate.

All issues regarding worker safety and health are subject to enforcement action under L&I's Division of Occupational Safety and Health (DOSH).

- Employers can request COVID-19 [prevention advice and help](#) from DOSH.
- Employee workplace safety and health complaints may be submitted to the DOSH Call Center: (1-800-423-7233) or via e-mail to adag235@lni.wa.gov.
- General questions about how to comply with the agreement practices can be submitted to the state's Business Response Center at <https://coronavirus.wa.gov/how-you-can-help/covid-19-business-and-worker-inquiries>.
- All other violations related to Proclamation 20-25, et seq., can be submitted at <https://coronavirus.wa.gov/report-safe-start-violation>.

Nave Seating

X

Ketcham (1)

Davis (5)

X

X

Shearer (2)

Darling (4)

X

X

Moore (2)

Day (1)

X

X

Martin (2)

Conn/Singleton (2)

X

X

Hawking (4)

Friedman/McReal (2)

X

X

Morrow (2)

Kelbaugh (1)

X

X

Proctor (1)

X

Balcony Seating

X

Woodrum (3)

X

X

X

X

Woods (3)

CHURCH RE-OPENING SAFETY GUIDELINES

Your actions save lives

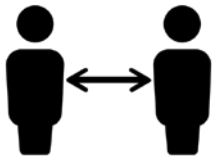


Clergy/staff, members, and visitors must wear a face covering before, during, and after services

Keep your mask on even when 6+ feet away from others

When to stay home:

If you have a sign/symptom of COVID-19: fever, cough, shortness of breath, new loss of taste or smell, body aches
It's safest if elders and children pray at home



Stay 6 feet / 2 meters away from others

Avoid shaking hands or hugging those outside your household
In-home services with 5 people (plus staff) are also allowed

Bring your own readings, do not share supplies

Avoid touching your lips to shared ritual objects
Shared objects must be sanitized between use

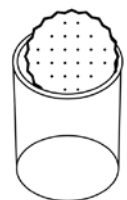


Regularly wash your hands with soap and warm water for 20 seconds

Use hand sanitizer when sinks are not available
Sanitize your hands before and after taking communion

Take care with communion

Avoid contact with those outside your household
Utilize single-use containers for the Eucharist



Choirs are not permitted

Congregation may sing
Members of congregation must keep face masks on

Exit church right after services



Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.



cdc.gov/coronavirus

317142-A May 20, 2020 10:44 AM



THE DIOCESE OF OLYMPIA PHASED APPROACH

Reopening Church and Modifying Physical Distancing and Sacraments

ecww.org

1

Phase 1

2

Phase 2

3

Phase 3





4

Phase 4

	Phase 1	Phase 2	Phase 3	Phase 4
Eucharist	NO	NO	YES, NO Common Cup	YES, with Common Cup
Virtual Services	YES, 10 or Less People	YES, 10 or Less People	Continue for Those That Cannot Physically Attend	Consider Continuing
Funerals/ Weddings	NO	YES, 10 or Less People, Follow Specific Guidelines	YES, No More Than 50 People	Unrestricted
Meetings	ONLINE	5 People or Less or ONLINE	50 People or Less	Unrestricted
Diocesan and Group Events	ONLY ONLINE	ONLY ONLINE	50 People or Less	Unrestricted
Church Buildings	CLOSED	CLOSED	OPEN for 50 or Less and Under Guidelines	Unrestricted
Childcare, Sunday School, Youth Activities	NONE	NONE	50 People or Less	Unrestricted

WASHINGTON'S PHASED APPROACH

Reopening Business and Modifying Physical Distancing Measures

	 Phase 1	 Phase 2	 Phase 3	 Phase 4
High-Risk Populations*	Continue to Stay Home, Stay Healthy	Continue to Stay Home, Stay Healthy	Continue to Stay Home, Stay Healthy	Resume public interactions, with physical distancing
Recreation	Some outdoor recreation (hunting, fishing, golf, boating, hiking)	All outdoor recreation involving fewer than 5 people outside your household (camping, beaches, etc.)	<ul style="list-style-type: none"> - Outdoor group rec. sports activities (5-50 people) - Recreational facilities at <50% capacity (public pools, etc.) 	Resume all recreational activity
Gatherings (social, spiritual)	<ul style="list-style-type: none"> - None - Drive in spiritual service with one household per vehicle 	Gather with no more than 5 people outside your household per week	Allow gatherings with no more than 50 people	Allow gatherings with >50 people
Travel	Only essential travel	Limited non-essential travel within proximity of your home	Resume non-essential travel	Continue non-essential travel
Business/Employers	<ul style="list-style-type: none"> - Essential businesses open - Existing construction that meet agreed upon criteria - Landscaping - Automobile sales - Retail (curb-side pick-up orders only) - Car washes - Pet walkers 	<ul style="list-style-type: none"> - Remaining manufacturing - New construction - 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) - Hair and nail salons/Barbers - Housecleaning - Restaurants <50% capacity table size no larger than 5 	<ul style="list-style-type: none"> - Restaurants <75% capacity/ table size no larger than 10 - Bars at <25% capacity - Indoor gyms at <50% capacity - Movie theaters at <50% capacity - Government (telework remains strongly encouraged) - Libraries - Museums - All other business activities not yet listed except for nightclubs and events with greater than 50 people 	<ul style="list-style-type: none"> - Nightclubs - Concert venues - Large sporting events - Resume unrestricted staffing of worksites, but continue to practice physical distancing and good hygiene

* 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.

Parish Staff

The Rev. Doyt L. Conn, Jr.	<i>Rector</i>
The Rev. Ruth Anne García	<i>Vicar</i>
The Rev. Dr. Peter Strimer	<i>Assisting Priest</i>
Jad Baaklini	<i>Communications Minister</i>
Diane Carlisle	<i>Director of Administration & Head Verger</i>
Pam Demian	<i>Senior Accountant</i>
Amanda Eap	<i>Hospitality and Security Minister</i>
Zachary Hemenway	<i>Director of Music</i>
Gieth Phou	<i>Sexton</i>
Laura Rodde	<i>Chief of Staff</i>
Laura Sargent	<i>Engagement Minister</i>
Wyatt Smith	<i>Associate Director of Music & Music Academy Director</i>
Linzi Stahlecker	<i>Seminary Intern</i>
Naomi Woodrum	<i>Director of Children and Youth Formation</i>
Kenzie Beard	<i>Children's Ministry Staff</i>
Sabrina Lee	<i>Children's Ministry Staff</i>
Anna Seng	<i>Children's Ministry Staff</i>
Kim Tran	<i>Children's Ministry Staff</i>
Rochelle Yuen	<i>Children's Ministry Staff</i>

Volunteer Ministry Leaders

Ann Beck	<i>YWCA Cleanup & Teen Feed</i>
Diana Bender	<i>Discernment</i>
Ben Bradstreet	<i>Minyan</i>
Terry Carlisle	<i>Operation Nightwatch</i>
Sally Clarke	<i>Altar Guild</i>
Susannah Dhamdhere	<i>Meals Ministry</i>
Sue Draper	<i>Book Study</i>
Pieter Drummond	<i>Meditation</i>
Mike Evans	<i>Service & Outreach</i>
Karen Forbes	<i>Women of Epiphany</i>
Alice Foreman	<i>Flower Ministry</i>
Michael Fraas	<i>Visitation Ministry</i>
Michael Glass	<i>Yoga</i>
Julie Hay	<i>Eucharistic Visiting</i>
Julie Moberly	<i>The Saint John's Bible</i>
Robin Mondares	<i>Pastoral Care</i>
Laurel Nesholm	<i>Art Guild</i>
Eileen Riley	<i>Service & Outreach</i>
Jonathan Roberts	<i>C. S. Lewis Minyan</i>
Mark Rossow	<i>Camping Ministry</i>
Mike Simmons	<i>Ushers</i>
Trish Stone	<i>All Threads Together</i>
Mary Anne Ward	<i>Raise Your Voice</i>

Volunteer Professionals

Margie Einstein	<i>Stewardship Coordinator</i>
Ed Emerson	<i>Treasurer</i>
Bill Forbes	<i>Buildings and Grounds</i>
Doug Oles	<i>Chancellor</i>
Thomas Foster	<i>Director of Music Emeritus</i>
Carole Terry	<i>Artist-in-Residence in Music</i>

Vestry

Sherilyn Peterson - Senior Warden	
Doug Marshall - Junior Warden	
Warren Morrow - Member at Large	
Brooke Bascom	Brian Boyle
Phil Carter	Scott Hitch
Andrea King	Judith Mayotte
Zach Miller	Julie Moberly
Lauren Wearsch	



***Wherever you are on your spiritual journey,
you have a place at Epiphany.***