



REOPENING PLAN

Policies, Procedures and Protocols
For Resuming Worship, Operations, and Programs

17 January 2021

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Introduction

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

Matthew 22:37-40

Presiding Bishop Michael Curry teaches us to follow in the footsteps of Jesus. To follow the way of love. What better way to love our neighbor than to observe practices that keep that neighbor safe and healthy? During a pandemic following the way of love requires careful planning, teamwork, and energy.

Episcopalians are called to Common Prayer. We pray together on the journey to our own spirituality. We hear each other’s voices during worship. That carries us when we are weak and contributes our faith for others when it is needed. It was not easy to close the doors of the church, shelter in our homes, and love each other from a distance to keep each other safe.

It is with that same sense of love, caring, and courage that plans are made to gather again, when the time is right. With the wisdom of experts, attention to detail, and patience, the following guidelines have been assembled to prepare the building and the people for being together again. Bear in mind that this is a *living* document which will be updated and revised as needed.

When we can assemble again, it will be different, but it will be good.
May God bless us all in our time apart and our time together.

Excerpt from St. Mark’s Cathedral Reopening Plan

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Protocols and Guidelines for Office and Property Use

As Washington State and King County begin the process of re-opening, St. Paul's is committed to continuing to ensure the safety and health of staff and volunteers and to ensure that we have protocols and guidelines in place to help mitigate the spread of COVID-19. All staff and volunteers will be responsible for implementing and adhering to this plan.

These protocols and guidelines follow the directives and recommendations of the State of Washington's "Safe-Start" plan and the Diocese of Olympia's "A Guide to Gathering in Person" published through the Office of the Bishop, both of which have been informed by the Centers for Disease Control and Prevention (CDC) and Washington State and King County Public Health guidelines for COVID-19 preparedness. The State's plan uses the term Phase I, II, III, and IV. When used in this document, we mean the State/ and County-defined phase. Be aware that the definition and restrictions associated with those phases changes and we will adhere to those changes.

The mitigation of COVID-19 and the process of moving toward re-opening require incremental steps to plan for the safety and well-being of all who access the offices and property of St. Paul's. Under the directives and guidance from the Office of the Bishop, we will adhere to the phased re-opening plan produced for the Diocese of Olympia. The following guidelines and protocols will address approved use of the office and property for each of the phases of this plan, to include:

- Approved use of Offices and Property
- Cooperative Mitigation Policy
- Health Screening, Contact Tracing, and Consent to Work
- Ensuring sick persons stay home
- Scheduled use of the office and property to ensure minimal contact between persons
- Cleaning and disinfecting high-touch surfaces

Our progress through each phase will be dependent upon the phase level declared by the Governor for King County. It should be noted that the phase progression may be halted or even moved back depending on a variety of health and public safety metrics.

The following Policies, Procedures, and Guidelines apply in ALL Phases in order to ensure the health and well-being of all staff, volunteers, members, and visitors.

Cooperative Mitigation Policy

Each time any person enters the premises of St. Paul's, they must consent to the following practices:

- Be screened for COVID 19 symptoms
- Sign COVID 19 Individual Attestation and Consent to Work/Participate – General Use
- Wear a cloth face covering (or surgical or N95 mask) at all times, both indoors and outdoors
- Maintain a physical distance of at least six (6) feet between all persons not from the same household, both indoors and outdoors
- Wash hands thoroughly or use hand sanitizer (provided) upon entry, after using the restroom, 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.)
- Wipe down high-touch surfaces before and after use (e.g. light switches, doorknobs, copier and printer equipment, etc.)

Attestation forms will be kept on the table outside the chapel. Each person must fill it out, sign it, and then drop it through the mail slot on the Treasurer's door. These forms will be kept for 21 days for the purpose of assisting health officials with contact tracing should an exposure event occur.

Staying Home

What is the Coronavirus and how does it spread?

COVID-19 is an illness caused by a virus that is spread person-to-person, by aerosols, or by touching a contaminated surface and then touching your eyes, nose, mouth, or face. The virus is believed to be spread primarily through the air. Those who have been infected have reported mild to severe symptoms, that 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 get sick or come into contact with someone who has either symptoms or a confirmed case of COVID-19:

If you are experiencing any of these symptoms or have come into contact with anyone who has shown signs of these symptoms, please vacate the premises immediately and contact your medical care provider for medical assistance. You should follow the advice of medical professionals for self-isolation and/or quarantine.

Should you, or someone you've been in contact with, test positive for COVID-19, notify a member of the clergy so that the contact tracing can be initiated by local health authorities.

Working from Home

All staff are encouraged to work from home as much as possible during these phases.

Cleaning and Disinfecting

Beginning the week of June 29, 2020, the Parish Sexton returned to work and deep cleaned and disinfected the parish building following CDC and EPA protocols. The office area will be cleaned regularly once per week by the Sexton. Each volunteer or staff member must perform these tasks in the course of their use of the office or property:

- Clean workstations regularly (e.g., desk, computer keyboard and mouse, armrests, doorknobs, etc.)
- Use disinfecting wipes on high touch surfaces after each use (e.g., copier and printer touch screen, doorknobs, light switches)
- Use disinfecting wipes in restroom(s) used before leaving the office or property for the day (i.e. toilet seats and flushing-handles, faucets, door knobs, light switches)

Phases I and II

Approved Uses of Office and Property

Office and building will remain closed except for essential activity, including:

- Mail pick-up/delivery
- Property Checks by approved individuals
- Liturgical and formation preparation for online services
- Regular office work for the Music Director at St. Paul's
- Scheduled maintenance and property work

All other uses of the Office or Property of St. Paul's must be approved by a member of the staff (i.e. Clergy, Parish Administrator, Music Director, Treasurer).

Phase III

Approved Uses of Office and Property

Under the Diocesan plan for phased-reopening, regular office functions may resume in Phase III. In addition to the essential functions outlined in the section for Phases I and II, this includes:

- Vestry, leadership teams, and meetings of less than 50 people may consider meeting, once they submit and receive Rector's approval of a restart plan (see Appendix).
- Building users/renters may resume use of facility, provided that each organization must:
 - Submit (and receive approval by the Rector) a plan for how they will implement the following requirements. More detailed guidance is provided in the Appendix.
 - Agree to comply with Protocols, Guidelines, and Mitigation Policies established by St. Paul's Episcopal Church (Seattle)
 - Agree to comply with cleaning and sanitization procedures and/or negotiate an additional fee for the Sexton's time to disinfect after meetings
 - Limit their use to the designated room and restrooms for their gathering
 - Sign a Building Use agreement which includes an addendum attesting to the intent of complying with St. Paul's Protocols, Guidelines, and Mitigation Policies, and designating someone within their organization as the COVID-19 Supervisor who will monitor and ensure compliance with said protocols
 - Ensure each participant signs an Individual Attestation and Consent form provided by St. Paul's, each time they participate
 - Agree to refrain from eating or drinking during meetings or gatherings.

For any organization unable to meet these requirements or who fails to comply with them, St. Paul's Episcopal Church reserves the right to terminate the building agreement.

Working from Home and On-Line Meetings

Staff, volunteers, and church leadership are encouraged to continue meeting virtually as much as possible during Phase III. Staff may continue to work from home for all tasks that do not require being in the office.

Cleaning and Disinfecting

Participants in meetings or small group gatherings will be required to clean and disinfect all areas and equipment used for the specific event or meeting. This includes:

- Use disinfecting wipes on all surfaces in restrooms used (e.g., toilet seats and flush-handles, faucets, sinks, light switches, and doorknobs)
- Disinfect all tables and chairs used for gathering or meeting
- Remove all trash collected during or after the meeting and place in proper bin outside
- Disinfect all high-touch surfaces after each use (e.g., copier and printer touch screen, doorknobs, light switches, counters, etc.)

Sunday Morning Worship

Phase-In Chart

	Virtual Worship	Workshop/Training	Limited Congregation
State/County defined phase and other criteria¹	Phase 1-2	Phase 3 at least	Phase 3 and 4
Worship offered	Zoom, switch to Livestream when ready Zoom Coffee hour	In-person training, practice Livestream Worship & Zoom Coffee hour cont.	In-person congregation Livestream Worship & Zoom Coffee hour cont.
In-Person Participant limitations²	Liturgical ministers only (up to 10) No participants from higher-risk groups	Members of the Worship Teams – train by doing and watching. No participants from higher-risk groups	Reservation only, limited to 50 people to begin. Increase in increments of 25. No participants from higher-risk groups in Phase 3. Those individuals cautioned in Phase 4.
Music	Organ, one cantor to lead at home congregational singing	Organ, one cantor to lead at home congregational singing No in-person congregational singing	Organ only No in-person singing

¹ Community infection level, Rate of community transmission, Sustained declining metrics (e.g. new cases per 100k population, hospitalizations, test positivity rate)

² All participants in all phases must follow protocols listed in Appendix A.

Protocols for Livestreaming Worship³

Personnel:

- Presider/ Preacher (may be different people to begin with)
- Crucifer – also leads Prayers of the People (from a music stand or lectern)
- Lector – reads both lessons from the pulpit
- Cantor – stationed in the back of the church, main floor
- Organist – remains in the loft the entire time to isolate from other servers.
- AV operator – stationed in a separate room with the soundboard and computer. May enter the nave to receive communion.

General protocols:

- Everyone wears a face covering at *all times*, except while consuming the wafer at communion.
- Everyone maintains at least 6 feet of physical distance from all others at all times.
- No sharing books or any other items.
- Upon arrival, each person will:
 - Use hand sanitizer
 - Check their temperature (ask that they do so before leaving home, too)
 - Sign the COVID-19 Risk Disclosure and Screening Form
 - Use hand sanitizer again
- Hand sanitizer will also be used:
 - Immediately before the service begins
 - Before and after using the pulpit, lectern, or any other item or space that is used from week to week by different people.
 - Before and after receiving communion.
 - Immediately following the service.
- Worship aids/bulletins with the full liturgy will be used. Precautions will be taken to ensure they are not contaminated. (e.g. printed, then someone with washed and sanitized hands, wearing a mask, takes them directly from the printer and distributes them to the seats) – no sharing or repeat use.
- Psalm, Hymns and service music led by a solo cantor. No one else will sing.
- Presider sits on the Epistle (Credence Table) side of the chancel
- Crucifer sits on the Gospel (Pulpit) side of the chancel – well away from the pulpit
- If the Presider is not the Preacher, the Preacher sits in the pews.
- The Lector sits in the pews.
- While speaking, the Presider stands either behind or in front of the altar.
- Gospel is proclaimed and homily delivered from the front of the chancel.

³ Based on Bishop Rickel's Protocols for Eucharist, adapted for St. Paul's space, and with additional detail.

Set-up before the service:

- Hand sanitizer:
 - At each server's seat
 - In the Pulpit
 - On the Credence Table
 - Near the altar rail (free-standing dispenser)
- On the Altar:
 - Corporal
 - Chalice set with purificator, paten with priest host, pall (no burse or veil)
- On Credence Table
 - Pitcher of soapy water
 - Bowl (large enough for several iterations of hand-washing)
 - Towels
 - Ciborium with enough wafers for servers
 - Cruets with small amount of water and wine

Preparing the Table (Presider does this alone)

- Wash and sanitize hands
- Bring Cruets to the altar and the Ciborium to a table at the altar rail
- Remove Pall and set aside
- Arrange Paten, Chalice, and Purificator on the Corporal
- Pour small amount of wine and water into the chalice
- Open/mark Altar Book and place on the altar – each priest has their own and they are quarantined between uses.
- Return Cruets and Pall to Credence Table
- Wash and sanitize hands
- Begin the Eucharistic Prayer through the Fraction

Distributing Communion

- Use a sanitizing wipe to clean the altar rail
- Presider - Wash and sanitize hands
- Open the Ciborium and place individual wafers on individual baking papers at least 6 inches apart along the altar rail (the rail is level and wide)
- Presider says the invitation
- People approach the rail one at a time, use hand sanitizer, wait for hands to dry, take a wafer with the paper, return to their seat. (Presider consumes priest host)
- Once at their seat, move their mask only enough to consume the wafer.

After the service:

- All vessels washed with soapy water and dried with a clean, fresh towel.
- All towels and linens placed in a plastic bag to be laundered at home.

In-Person Worship

Timeline – When can we worship in the building again?

We are taking many factors into consideration in making this decision. The Phase, as designated by the Governor's Office is but one of them. We will not return to the building for congregational worship before we are well into Phase 3. We are also looking at the level of infection present in the community (King County), the rate of spread, etc. When Washington State first began reopening, the goal was to get below 25 new cases per 100 thousand population over a 14-day period. That number may seem small, but it means 550 new cases. The CDC recommends that there be two weeks of sustained, significant downward trajectory in all the key metrics, so we are watching those numbers on the Washington Department of Health and the Washington State COVID Risk Assessment Dashboard. Of course, we are also following direction from the Bishop's Office.

Our goal is to avoid putting anyone at undue risk of illness or death. We also want to avoid tempting individuals to take risks, if they are already at higher risk of serious illness.

Preparing the Space – Cleaning

Our sexton has been systematically going through the building since early in the summer, cleaning and disinfecting surfaces and equipment in each area. Regular maintenance includes cleaning and disinfecting high-touch areas such as door handles, light switches, restroom fixtures, etc. each time he cleans – Tuesdays and Fridays. Using gloves as recommended, he thoroughly cleans the Worship Space and Narthex Restroom every Tuesday and Friday (i.e. before and after worship on Sunday). Cleaning agents are from the EPA-approved list.

Preparing the Space – Ventilation

Engineers from Greenwood Heating have inspected our heating system. To minimize potential build-up of airborne virus and to maximize air circulation and refresh rate the heating system is set to use 90% outside air and 10% recirculated air. As the weather permits, doors and windows in the church will be kept open from the time we arrive until an hour after worship ends.

Preparing the Space – Access

Worshippers have access to the nave and the narthex. All other areas are blocked off and signs posted restricting access. Unavailable pew seating is blocked off.

What to Expect on Sunday Morning

General practices and protocols

- All (except children under age 2) must wear a mask at all times, indoors and out.
- All must maintain physical separation of at least six feet between households
- Hand sanitizer is available at numerous stations throughout the space; soap and water available in the restroom
- Presider may end the service at any time if safety protocols are not being followed.

Arriving

Optional face shields are available for use by Hospitality Ministers

- Worshipers line up, physically distanced, outside in the direction of the Labyrinth.
- Door monitor checks reservations, offers masks as needed, helps maintain physical distance (markers placed on sidewalk), and directs flow into the building.
- Two health screening stations in the narthex.
 - Screeners take temperatures using touchless thermometer, ask questions about symptoms, and give instructions about protocols.
 - Worshipers use hand sanitizer, using a clean pen, sign the COVID-19 Risk Disclosure and Screening Form, and use hand sanitizer again.
- Usher directs each household to their seats. Bulletins are on the pews

Seating

Attendance is by reservation only – see the Communications Plan for more details.

- One household per pew
- Seating is in alternating ends of the pew, see diagram in appendix.
- Seating is filled sequentially, beginning at the front of the nave.

Flow of Worship

There are few liturgical ministers (same protocols as for livestream):

Presider/Preacher, Crucifer/Intercessor, Lector, Organist, AV operator

- Worshipers remain at their seats during the liturgy except to receive communion or to use the restroom (in the narthex)
- Music – instrumental only at least until Phase 4
- At the Peace, greet one another with a bow or other gesture, and words of peace, but no contact, except within households.
- Offering – worshipers are encouraged to give electronically or by text. There is an alms basin near the door for those who make their offering by cash or check – either when they enter or leave worship. It will NOT be passed or carried to the altar.
- Communion.
 - Ushers direct worshipers, one household at a time, to come forward to receive the host.
 - Worshipers come forward, use hand sanitizer, wait for hands to dry, pick up the next available host from the altar rail, and return to their seats by the same route.
 - Once seated, they may move their mask only enough to consume host.
 - They are advised to use hand sanitizer again.

Exiting

Ushers dismiss worshipers one household at a time, beginning with the rear pews. Worshipers may not linger and socialize while on church property. Eventually, we will have coffee hour, but not yet.

Restrooms

Use the one-person restroom in the narthex. Individuals must remain physically distanced while waiting and are encouraged to use hand sanitizer before entering and after exiting. There is a touchless faucet.

Protocols for a one-time, small, indoor event in Phase II

(5 people or fewer)

Note: Prior permission of the Rector is required for each event and will be based on current infection conditions in the community and the necessity for the event to occur in person rather than virtually.

All general protocols adopted by the parish and in place at the time of the event must be followed.

The event must take place in an area of the building that has been cleaned and is ready for use.

The event must not exceed one hour in duration.

As much as is possible, participants will minimize exposure to COVID for 14 days prior to the event.

All participants will, upon arrival,

- Wash their hands and use hand sanitizer
- Have their temperature checked
- Be screened for symptoms of COVID
- Sign the COVID-19 Risk Disclosure and Screening Form.
- Use hand sanitizer again.

Throughout the event, all participants will

- Wear a face covering over their mouth and nose at all times.
- Maintain a physical distance of at least six feet between households.

At the conclusion of the event, all participants will leave the building, maintaining physical distance.

Adult Formation

All Adult Formation will meet online at least through the end of the program year. Plans will be reevaluated before September 2021.

Programs for Children and Families

The Nursery is closed and all Programs for Children and Families will meet online at least through the end of the program year. Plans will be reevaluated before September 2021.

Baptisms, Weddings, and Funerals

At this time, no baptisms are expected until Easter. Provided we are in Phase III or more, we will follow the Bishop's Protocols for Baptism in effect at that time.

See Appendix for the current protocols.

Weddings and Funerals follow the same protocols and procedures as Sunday Morning Worship plus any additional restrictions from governmental agencies and the Bishop's Office.

Outside Groups

At this time, no outside groups have submitted a proposal to resume. See appendix for required elements of a restart plan.

Other Programs and Meetings⁴

Supporting the Neighbors of St. Paul's

The Neighbors of St. Paul's outreach program exists to establish relationships with those experiencing homelessness in our immediate community and to honor the dignity of these individuals by providing "Yes Bags" and other needed items. Volunteers in this program will be required to sign up for a shift and the total number of volunteers will be limited to 4 or 5 individuals (depending on the Phase). Volunteers will gather on Sunday afternoons to prepare and pack supplies, load the wagon, and walk the designated route. This program does not currently have a meal service, but protocols for such are included here to permit such activity as appropriate for Phases II and III.

In order to comply with state and county directives to mitigate the spread of COVID-19, Neighbors of St. Paul's (Seattle) will abide by the following protocols.

Health Screening, Contact Tracing, and Consent to Work

All persons who volunteer for Neighbors of St Paul's will be required to complete the "Individual Attestation and Consent to Work/Participate – General Use" form (Appendix) and abide by the "Protocols and Guidelines for Office and Property Use" (see above), including:

- Wear a face covering at all times whether indoors or outdoors. *In addition*, face shields are available for volunteers who want to use one; they must be cleaned and sanitized after use.
- Maintain a minimum of six feet of physical distance between household groups, and especially from the neighbors they're serving
- Follow established hygiene practices for thoroughly washing hands and using hand sanitizer.
- RSVP for a shift prior to arrival (follow link in newsletter, Realm, or the website)

Phase I

King County and Seattle are currently (November 2020) in Phase II. Should the COVID-metrics of Washington State or King County require the move back to Phase I, the Neighbors of St Paul's outreach program will cease activity and reevaluate protocols to align with any modifications and directives from the Governor and/or Public Health Officials.

Phase II

During Phase II, volunteer participation will be limited to four (4) volunteers per shift. Each shift will consist of time designated for:

- Building "Yes Bags"
- Preparing Hot food (to-go only) [Note: these are preemptive protocols to guide this area of the ministry, should we implement a hot meal to go]
- Walking the Neighborhood
- Cleaning and disinfecting all prep areas and supplies used for the walk

Signage

- Signage that explains COVID symptoms and mitigation practices will be hung in easily accessible areas of the space(s) used for this program:
 - Signs/Symptoms of COVID
 - Proper Hygiene Practices
 - How to wear a face covering
- Restricted Areas
 - No person other than the "Team Captain" shall enter the office space
 - Unless hot food is being prepared, no person shall enter the undercroft
 - Only the restroom in the narthex shall be available for use by volunteers

⁴ See appendix for required elements of a restart plan.

At the start of each shift:

- The “Team Captain” will:
 - Arrive and disarm the alarm
 - Ensure all necessary items (sanitizer, release forms, etc.) are stocked in the Narthex
- All other volunteers must enter the building through the main doors into the Narthex
- If hot food is to be prepared, only the volunteers for the food service will be permitted into the undercroft kitchen

Building Yes Bags for distribution:

- At the beginning of the shift, volunteers will resupply the wagon with Yes Bags
- If additional bags must be packed, one volunteer will set up packing stations
- Once packing is complete, volunteers will clean and sanitize the room and any equipment used to prepare the Yes Bags

Preparing Hot Food (To-go Only):

- Volunteers will thoroughly wash hands (20 seconds or longer with soap and water) prior to touching any food or equipment
- All prep stations must be at least six feet apart and tasks distributed to minimize cross contamination
- No more than 3 volunteers shall be in the kitchen for a given shift
- At least one volunteer must have a food handler’s permit and ensure proper food handling and preparation
- All prepared food must be distributed in to-go containers and stored in hot-bags to maintain proper temperatures
- Distribution will occur outside the parish building during the neighborhood walk

Cleaning and Sanitizing

- All areas accessed for packing Yes Bags and Hot Food Prep must be cleaned thoroughly after use
- Designated sanitizing products shall be used on all surfaces and counter tops
- All garbage and food waste should be properly bagged and disposed of in receptacles outside

Walking the Neighborhood:

- Load the wagon with the week’s bags, sanitary supplies, socks (folded together), and water bottles
- Ensure there is a pad of paper and pen in the wagon for notes
- Ensure there is ample hand sanitizer for volunteers
- Working in groups of 2 or more, walk around the St. Paul’s building and surrounding blocks to pass out items and engage with people
- Volunteers are required to sanitize hands between each interaction and to maintain six feet of distance between individuals
- There are no requirements for who can have items. We do not dictate their needs; we allow them to do that for themselves
- In order to allow enough supplies for everyone, we typically provide one of each type of bag and up to two pairs of socks per individual
- If you have items outside of the pre-packaged ones (hats, underwear, sweaters, etc.), offer them to each person. If you have multiple colors, please allow individuals to tell you their choice
- In order to minimize contact, only volunteers may remove items from the wagon
- If people are open to talking, please do so. Many people just want to have someone else to talk to, whether it’s about the weather or what is happening for them. If it feels natural, please ask if there are items that they would find helpful
- Write down any suggestions or requests, along with necessary sizes/names

After walking the neighborhood:

- Return the wagon to the narthex
- Wipe down the non-fabric exterior parts of the wagon with disinfecting wipes

- Report requested items and low-stock items to the Care Team
- Ensure all exterior doors are locked and secure prior to leaving the property and the security system is rearmed, if there is no one else in the building.

Donation items:

- Items for distribution are received via donation (individually purchased or through the Amazon Wish List). In order to avoid cross-contamination, items should be individually wrapped wherever possible
- We are not currently accepting homemade food items
- Please discuss clothing donations with the Care Team prior to donating the items
 - All used donation items will be quarantined for two weeks before being eligible for distribution

Phase III

All protocols for Phase II will continue to be in effect for Phase III. Additionally, the Neighbors of St Paul's outreach program may be permitted to allow limited dine-in for hot meals governed by the following protocols. No more than five (5) volunteers will be permitted for a hot meal program. These protocols may also be adapted and/or used by other current outreach and companionship programming. The Rector (or Interim Rector) will decide whether and when to begin, revise, or stop any proposed program.

Restrooms

- Indoor restrooms (in the Parish Hall) will be available for use by one guest at a time
- Individuals waiting to use the restroom must stand in line physically distanced.
- Guests shall use hand sanitizer prior to entering the restroom
- No bags, carts, or personal items will be allowed in the restroom
- Hands must be thoroughly washed for 20 seconds (with soap and warm water) and then sanitized after using the restroom

Food Preparation

- All guidelines for Phase II hot meal prep shall be followed
- All food containers and utensils should be disposable/compostable to minimize cross-contamination

Guests

- Total number of guests will be limited to 20 persons
 - A combination of 6' tables and card tables shall be used to ensure at least 7 feet of distance between place settings
- Guests will line up for entry in the parking lot and shall maintain at least six feet of physical distance, with the help of a line monitor.
- Entry into the undercroft will happen via the stairs on the parking lot side
- All guests are required to properly wear face coverings at all times, except while they are actually eating
- Guests who refuse to comply with the protocols and guidelines will be offered a to-go meal and asked to leave. If it is still an issue, the meal service will be ended immediately and all guests will be asked to leave.
- One volunteer will serve as a line monitor, and will:
 - Check in guests, capturing name and any contact information possible
 - Ensure attendees maintain six feet of physical distancing while in line
 - Perform health screening and temperature check on all guests
 - **Have each guest sign the attestation and waiver form which will be kept for 21 days**
- All guests will sanitize their hands upon entry
- Any guest who begins to feel ill, or show signs of COVID symptoms, must alert the usher
- One volunteer will serve as an usher, and will:
 - Seat individuals at tables and inform them of policies about facemasks, mealtime, restroom use, and clean up

- Serve as contact person for any individual who begins to exhibit symptoms
- Quarantine any individual who experiences a sudden onset of acute COVID-19 symptoms and contact parish COVID Supervisor to begin process of contacting health authorities (a room will be designated as a quarantine area)
- Two volunteers will be designated to serve plated meals and beverages to guests
- Guests will have 30 minutes to eat their meal
- All guests will sanitize hands thoroughly after eating their meal and disposing of their dishes and utensils, and will exit via the ramp (this anticipates doing more than one meal service. If there is no line for a second service, then all guests will exit the same way they came in).

To Go Meals

- Guests who do not wish to dine-in may request a meal to go
- To-go meals will be packaged by volunteers and passed on to guests outside

Meals

- Each meal service will last for 30 minutes
- Once the guests at a current meal service have left the building, volunteers will clean and sanitize:
 - Tables
 - Chairs
 - Countertops
 - Serving surfaces
 - Restrooms
 - Sinks, faucets, and counters
 - Toilet seats/urinals and flush handles
 - Stall partitions, door handles, and paper towel dispensers
- The next meal service will begin after cleaning and sanitizing has been completed

Cleaning and Sanitizing

- At the end of the hot meal program, volunteers will clean and sanitize dining area
 - Chairs
 - Tables
 - Serving Counters
 - Door handles
 - Floors
- Restrooms will be cleaned and sanitized
 - Toilet seats/urinals and flush handles
 - Sinks, faucets, and counters
 - Stall partitions, door handles, and paper towel dispensers
 - Floors
- Kitchen
 - Food prep surfaces
 - Pots and pans
 - Fridge doors
 - Sinks, faucets, and counters
 - Floors

Reservations and Communication

Reservations may be made through Realm, the church's online program management platform. Alternatively, reservations may be made with the parish administrator via email at parishoffice@stpaulseattle.org or by calling the parish office at 206-282-0786.

At this time, attendance is restricted to 50 people.

The Door Monitor has a list people with reservations.

Signage

1. COVID Symptoms Poster (from CDC) – One at each health screening station.
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms-11x17-en.pdf>
2. COVID Information Poster (from CDC) – One at each entrance
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf> 11x17, if available.
3. COVID Please wear a mask Poster (from CDC) – one at each entrance
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering-building-entrance.pdf> 11x17, if available.
4. COVID Information and Mitigation information signs in restrooms
5. No Admittance (at paths to closed doors) with directions to appropriate door
6. No Admittance – for roped off areas: Stairs to choir, and to undercroft.
7. “What to do if you start feeling ill while at church?”
Notify the COVID Supervisor (or an usher) and tell them your name and where you were sitting. Then go home, isolate, and notify your doctor as appropriate. If it is confirmed that you have COVID, call the church as soon as possible so that DOH can be informed and begin contact tracing. (this notice is published in the bulletin)

Communication about COVID and reopening is primarily through the weekly e-newsletter. The finalized re-opening plan will be posted on the parish web page. E-mails will inform parishioners of the procedures to be used for in-person worship. For those without email, these communications will be mailed. This Reopening Plan Document is kept in the narthex.

In the Event of Exposure

If we receive notification that a person who attended a service became ill or tested positive for COVID.

- Notify the King County Public Health. Give the set of contact info forms for that service to the appropriate contact tracing agency.
- Notify the parish that anyone who attended that service may have been exposed and should seek their doctor's advice about testing.
- Cancel all activities in that area for two weeks.
- Deep clean the area where the person was sitting.

Resources Guiding Decisions

CDC Gating Criteria:

Table 1. Gating Criteria and Phase-specific Thresholds

Gating Criteria	Threshold for entering Phase 1	Threshold for entering Phase 2	Threshold for entering Phase 3
Decreases in newly identified COVID-19 cases	Downward trajectory (or near-zero incidence) of documented cases over a 14-day period	Downward trajectory (or near-zero incidence) of documented cases for at least 14 days <i>after entering Phase 1</i>	Downward trajectory (or near-zero incidence) of documented cases for at least 14 days <i>after entering Phase 2</i>
Decreases in emergency department (ED) and/or outpatient visits for COVID-like illness (CLI)	Downward trajectory (or near-zero incidence) of CLI syndromic cases reported over a 14-day period	Downward trajectory (or near-zero incidence) of CLI syndromic cases reported for at least 14 days <i>after entering Phase 1</i>	Downward trajectory (or near-zero incidence) of CLI syndromic cases reported for at least an additional 14 days <i>after entering Phase 2</i>
Decreases in ED and/or outpatient visits for influenza-like illness (ILI)	Downward trajectory (or near-zero incidence) of ILI reported over a 14-day period	Downward trajectory (or near-zero incidence) of ILI reported for at least 14 days <i>after entering Phase 1</i>	Downward trajectory (or near-zero incidence) of ILI reported for at least an additional 14 days <i>after entering Phase 2</i>
Decreases in percentage of SARS-CoV-2 tests positive	Downward trajectory (or near-zero percent positive) of positive tests as a percentage of total tests over a 14-day period (flat or increasing volume of tests)	Downward trajectory (or near-zero percent positive) of positive tests as a percentage of total tests for 14 days <i>after entering Phase 1</i> (flat or increasing volume of tests)	Downward trajectory (or near-zero percent positive) of positive tests as a percentage of total tests for at least 14 days <i>after entering Phase 2</i> (flat or increasing volume of tests)
Treat all patients without crisis care	Jurisdiction inpatient & ICU beds <80% full Staff shortage in last week = no PPE supplies adequate for >4 days	Jurisdiction inpatient & ICU beds <75% full Staff shortage in last week = no PPE supplies adequate for >4 days	Jurisdiction inpatient & ICU beds <70% full Staff shortage in last week = no PPE supplies adequate for >15 days
Robust testing program	Test availability such that percentage of positive tests is ≤20% for 14 days Median time from test order to result is ≤4 days	Test availability such that percentage of positive tests is ≤15% for 14 days Median time from test order to result is ≤3 days	Test availability such that the percentage of positive tests is ≤10% for 14 days Median time from test order to result is ≤2 days

- Bishop’s Office Directives (updated regularly)
- Governor’s Office Directives (updated regularly)
- “Phase 1, Phase 2, and Phase 3 Religious and Faith-based Organization COVID-19 Requirements” – Guidance from the Office of the Governor
- Public Health – Seattle & King County - “Additional Information for Religious and Faith-Based Organizations”
- “Resuming Care-Filled Worship and Sacramental Life During a Pandemic” by The Ecumenical Consultation on Protocols for Worship, Fellowship, and Sacraments
- These two websites provide data by county, updated daily.
<https://www.doh.wa.gov/Emergencies/COVID19/DataDashboard>
<https://coronavirus.wa.gov/what-you-need-know/covid-19-risk-assessment-dashboard>

Program Restart – ALL Programs – General Questions & Tasks

Cleaning/disinfecting before, during, after

1. Which surfaces need to be cleaned/disinfected frequently (e.g. during the activity or between activities, such as multiple services on a Sunday).
2. Which surfaces need to be disinfected before and after the activity?
3. Which surfaces can be just cleaned before and after the activity?
4. For each of those surfaces and scenarios
 - a. What is it made of (e.g. wood, concrete, cloth (type of cloth), plastic)?
 - b. What cleaning agent can be safely used? What is sufficient?

Preparing to Restart a Specific Program or Activity

1. What is the program?
2. Who are the organizers and leaders?
3. Who will attend/participate?
4. Where will it take place?
5. What materials will be used?
6. Which restroom will be available?

Preparing the Space (Part of this is planning. Part will need to be done each time):

1. Remove any items that won't or shouldn't be used.
2. Who will ensure the area is cleaned and disinfected before the program begins? How will the it be cleaned and disinfected?
 - a. Floors
 - b. Seating
 - c. Hard surfaces?
 - d. Carpeted, Cloth, or Porous surfaces?
 - e. Any items that will be used – e.g. microphones, lecterns or other stands, any electronics (computers, A/V equipment, etc.), musical instruments (can't be shared), books (not advisable), toys, writing implements, art supplies, papers of any kind, movable seating, etc.
3. What about the ventilation?
4. Train those running the program regarding protocols, policies, and procedures.
5. How will you prevent participants from entering other areas of the building?
6. What doors will be used for entering and exiting? How will you direct participants to the appropriate entrance?
7. How will you ensure that participants maintain physical distance between households?
 - a. Arrange seating
 - b. Mark spacing on the floor?
 - c. Mark spacing leading to entrance?
8. Make sure there is soap & water, hand sanitizer, tissues, touchless waste baskets, and extra masks (for those who forget theirs) available.
9. Have Protocol/Consent forms ready.

Arrival:

for many of these, you need to plan *what* to do and also *who* will do it each time

1. Who is the COVID Supervisor for *this* meeting of the program/event?
Need some kind of identifying badge.
2. Where will participants line up? How will you maintain distancing?
3. Ensure everyone has a mask while in line (and throughout the program).
4. Everyone must clean their hands when entering.
5. Health Screening (temperature & self-report symptoms)
6. Explaining protocols and getting signed consents (collected in a folder).
7. Clean hands again.

During program:

1. What materials will be used? How will you prevent them from being a source of infection spread?
2. What will participants do? Will they need to move around within the space during the program?
3. How will you continue to maintain distancing?
4. If anyone refuses to use a mask or removes it during the program, the program will end immediately.
5. Restrooms –
 - a. how will you maintain distancing, restrict use to one person (or household) at a time?
 - b. How will you clean high-touch surfaces?
6. Refreshments – no eating or drinking will be allowed for quite some time.

Departure:

1. How will you ensure distancing as people leave?
2. How will you discourage congregating outside?

Following the program:

1. Safely remove and dispose of (or disinfect) any materials left behind.
2. Clean/disinfect everything (as before)
 - a. Who will do it?
 - b. How will they do it/what cleaning agents will they use?
3. Place file with consent forms in the agreed upon place.

COVID-19 Risk Disclosure and Screening Form Sunday Morning Worship

Name _____ Date _____

Phone _____ Email _____

The health and wellbeing of our community is our paramount concern. Therefore, all participants in the above event are required to sign this form **and agree to voluntarily assume any risk of physically participating at this event.**

I understand that:

- COVID-19 is a serious, infectious disease that can result in long-term damage to my health, which may include damage to the respiratory, cardiovascular, and neurological systems as well as other vital organs, or may even result in death.
- My attendance and participation in the above event can pose a risk to me of COVID-19.
- I may pose a risk to others if I have recently been exposed to COVID-19.
- **If I have a condition(s) that places me at higher-risk, as defined by the CDC, I should stay home and avoid in-person participation.**

Health Screening Questions

- I do not have, and have not had in the past 14 days, symptoms of COVID-19:
 - Fever or chills
 - Fatigue
 - Difficulty breathing or shortness of breath
 - Dry cough
 - Recent loss of taste or smell
 - Muscle or body aches or flu-like symptoms
 - Vomiting or diarrhea
- I have not tested positive for COVID-19 in the past 14 days
- I have not been in close or proximate contact with anyone who has had symptoms of COVID-19 or participated in gatherings that do not observe mask wearing or physical distancing in the past 14 days

Mitigation Protocols

I agree to:

- **Wear a mask** at all times, indoors and outdoors, until I leave the property.
- **Maintain a distance of at least 6 feet** from any persons who are not members of my household, except as needed for temperature screening.
- **Clean my hands** with soap or hand sanitizer upon entering the building, before and after contact with high-touch surfaces, before and after using the restroom.
- **Notify the church** immediately if I test positive for COVID-19 within 14 days of the above event
- **Allow my name and contact information to be shared** with Public Health officials so that they may engage in an approved contact tracing program in the event of an outbreak. I understand that this form will be retained for 21 days for this purpose only.

Your participation 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 _____

St. Paul's Episcopal Church, Seattle WA

COVID 19 Individual Attestation and Consent to Work/Participate – General Use

In compliance with the State of Washington's "Safe Start" plan and the Diocese of Olympia's "Guide to Gathering in Person," St. Paul's Episcopal Church (Seattle) requires that you be informed of the symptoms, and mechanisms of spread, of the 2019 novel coronavirus (COVID-19); attest to be symptom free at time of entering the premises, consent to the risks of working, volunteering, or participating in any activity on the premises, and to release St. Paul's from liability in the event of exposure or sickness.

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.

Cooperative Mitigation Policy

To ensure the health and well-being of all parishioners, staff, volunteers, any person entering the premises of St. Paul's for work or worship must consent to the following practices:

- A cloth face covering must be worn at all times
- Physical distancing of at least six (6) feet must be maintained between all 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 (e.g. light switches, doorknobs, copier and printer equipment, etc.)
- 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 or come into contact with anyone who has or has tested positive
- 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-19 hot spot 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
- To release **St. Paul's Episcopal Church (Seattle)** from any liability in the event that you are exposed and/or become ill

Name

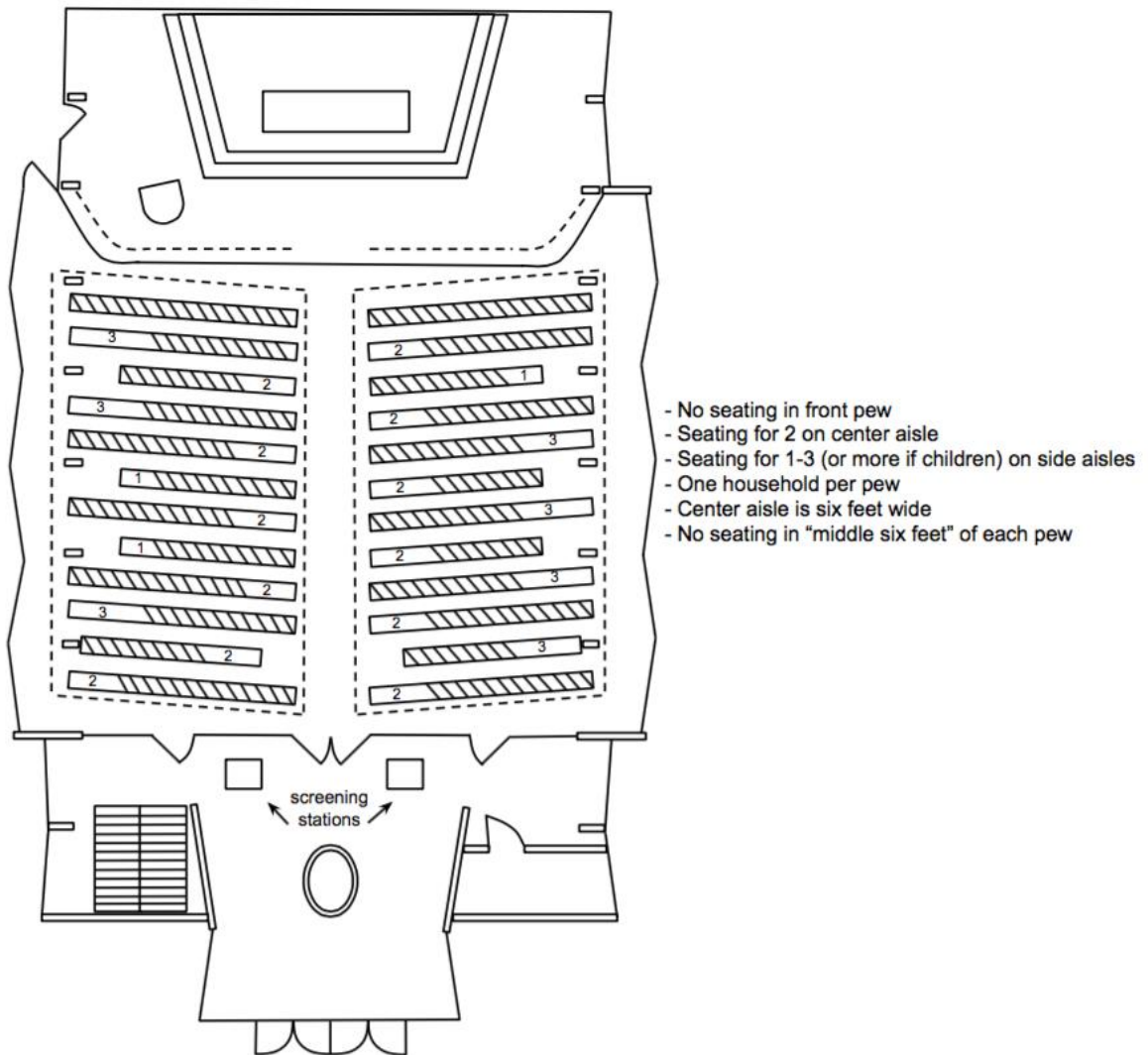
Phone

Email

Signature

Date

Seating Layout



Bishop's 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.

Bishop's 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 candidate's 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.

Training & Hospitality Ministry Responsibilities during COVID

Training

All people serving on Sunday morning will receive instruction on Safety and Mitigation Protocols. Practicum will occur during “Livestream” and “Workshop” phases.

Note: The following ministers must not be in a higher-risk group as defined by the CDC.

COVID Supervisor

Is responsible for seeing that the parish protocols are observed. Serves as a resource for other Hospitality Ministers and to answer worshipers’ questions.

Door Monitor (1)

- Provide Hospitality outside as worshipers arrive
- Check Reservation – ensure attendance limits observed, report total to Presider
- Distribute masks as needed
- Help maintain physical distance between household groups
- Admit one household group at a time into the building

Health Screeners (2)

- Greet each person
- Take temperature
- Ask about COVID symptoms
- Instruct about protocols
- Get signature on COVID-19 Risk Disclosure and Screening Form
- Remain at station for the duration of the service
- Use sanitizing wipes to clean used pens, thermometers, and any other items used.

Ushers (2)

- Escort each household to their seat, beginning at the front
- Instruct them to notify you if they become ill during the service
- If someone becomes ill, alert Health Screener with name and seating location
- Direct people to communion, one household at a time
- Direct people out at the end of the service, one household at a time, beginning at the rear.