

Good Samaritan Episcopal Church  
Sammamish, WA

### **Plan and Protocol for Regathering for In-Door Worship**

The plan and protocol for regathering for worship will follow the guidelines of the Centers for Disease Control, the Governor of the State of Washington, and the Bishop's Phased-In Plan. This document will be updated and revised as the guidelines change. The Rector and the Regathering Task Force will ensure that these protocols and guidelines are followed and make the necessary changes as needed or directed by the Office of the Bishop.

Our plan is to begin holding one in-person service at 10:30am on Sundays starting in August, then two services beginning on September 13. The early service will begin at either 8am or 9am, and the second service will be held at 10:30am; a decision about the early service time will be made no later than August 30.

Capacity at each service will be limited to a maximum of 25% of approved nave capacity, which for us is 45 persons, including clergy and worship leaders. Modifications to this number will be made as dictated by the Office of the Bishop. When we go to two services, the nave seating will be divided into two sections: one section for each service so that seating areas are used only one time on Sunday morning.

Online worship began on Sunday, March 15, and will be offered indefinitely. Those in high risk groups are encouraged to worship the 10:30am online worship and not attend in-door services. Video equipment has been purchased and installed so that services can be livestreamed with high quality audio-visual equipment. An online survey was distributed to the congregation in May indicating that 30% of the congregation will continue to worship online only until Phase 3 and about 20% until Phase 4. Therefore, online worship will be offered permanently to serve homebound parishioners as well as a part of our marketing/evangelism strategy.

#### **Preparing the Worship Space**

- All Bibles, prayer books, hymnals, offering envelopes have been removed from the seating and will not be used until Phase 4.
- The building has been deep cleaned, including floors, seating, tables, liturgical furniture, stair rails, doors, and door handles.
- The worship space, narthex, restrooms, and nave will be cleaned prior to and after the service by a professional cleaning company.
- Sanitation stations have been set up which will provide hand sanitizer, disposable masks, disinfectant wipes, facial tissue, extra face masks, and disposable gloves. Trash receptacles will be placed by each sanitation station. Hand sanitizer will be placed throughout the seating area for easy access.
- Signs have been posted indicating sanitation and safety procedures and guidelines: wash your hands, social distancing, etc.
- When or if we go to two services, restrooms and surfaces will be wiped down and cleaned between the services.
- Seating will be arranged based on online registration, with members of a household able to sit together.

- Vocal music leaders will be placed at least 20 feet from the congregation and will be limited to 2 persons, unless additional singers are from the same household. Singing will be done behind a 8' plexi-glass barrier and will be amplified.

The nave will be set up so that a maximum of 45 participants – worshipers, clergy, and worship leaders – can observe social distancing of at least 6 feet. All participants must agree to and abide by the following:

- Register for the service through MyGoodSam and agree to the requirements for attending stated on the registration form.
- Facial Masks must be worn at all times. Worship leaders may remove masks only when speaking.
- Worshipers must sanitize their hands upon entering the building and refrain from touching surfaces other than their seats.
- Social distancing of six feet or more with persons outside the household must be maintained at all times.
- Persons in a high risk category should not attend during this phase and continue to worship online.
- Worshipers will agree to take their temperature at home and have it taken at the church before attending worship.
- If a registered worshiper is sick or has any symptoms of COVID-19 or has come into contact with anyone who has exhibited symptoms or tested positive for COVID-19, they will remain at home.
- If an attendee is diagnosed with COVID-19 up to two weeks after attending worship, they should notify the Rector immediately.

### **Prior to Sunday**

- Guidelines, waivers, and online-registration for in-door Sunday services will be sent out on Thursday afternoon (3 days before services). Registration will require agreement to abide by the guidelines and protocol, as well as acknowledging that attendance does pose a risk.
- Bulletins for the service will be printed and placed in the seats on Thursday afternoon. Gloves will be used for the placement of bulletins.
- Offering stations and the two sanitation stations in the nave will be set up no later than Thursday afternoon. Hand sanitizer will be available throughout the seating area.
- A reminder email to all those who have registered for the service will be sent out Saturday, including reminders about participant guidelines.
- The narthex and restrooms will be sanitized on Saturday evening.
- The altar guild will set-up the altar and credence table for Sunday morning, taking care to use gloves and be masked at all times. The altar guild will only touch surfaces in the sacristy and altar areas. After set-up, all surfaces will be cleaned with a disinfectant.

### **Sunday Morning**

- Seating configuration will be adjusted to accommodate families and individuals using the registration print out.
- The doors of the narthex, nave and restrooms will be cleaned and propped open so that no one will have to handle doors when entering or leaving the building.
- The side doors of the nave will be cleaned and propped open as well for ventilation as well as for exit.

- The online registration will be printed out and given to ushers so that attendance can be checked.
- Worshipers will enter through the three front doors into the narthex and move immediately into the nave and be seated. Ushers will check to ensure that everyone is wearing a mask and encourage hand sanitizing. Families with children will be encouraged to sit near the rear of the nave so as to easily access the restrooms or narthex.
- Worshipers and worship leaders must be masked at all times during the service, except when a leader is speaking.
- Musical offerings will consist mostly of instrumental music. Limited vocal music will be offered but by no more than two persons. There will be no gospel procession, gradual hymn, doxology, offering presentation, sung Eucharistic prayer, or sung fraction anthem until Phase 4. Singers will be placed behind a plexi-glass barrier.
- Money offerings will be placed in the plates at the offering stations. Worshipers will be encouraged to not touch the plates. The plates will remain at the stations until after the service. The ushers can then remove those and place them in the office once the worshipers have departed.
- Liturgical items such as the gospel book, processional cross, etc. will be wiped down before and after use.
- During the Peace, worshipers will only have physical contact with persons in their family. The Peace can be shared with a bow or a wave or some other form of greeting that maintains social distancing.
- Holy Communion will be served using the guidelines set forth by the Office of the Bishop. Only consecrated wafers will be served. Only the priest will handle the wafers and consume the priest's host. After masking and sanitizing hands, the priest will place the wafers at least 6 inches apart on tables covered with fair linen. The tables for the consecrated wafers will be placed 10-12 feet from the altar and the fair linen on the tables will be used only once. Worshipers will sanitize their hands before coming to the altar, approach the table containing the consecrated wafers one-by-one, and consume the wafer when they return to their seat. Instructions for receiving Holy Communion will be given at the Offertory.
- Worshipers will be asked to remain seated until the conclusion of the Postlude. After the Postlude the congregation will be guided through the exit process. The left side of the congregation will exit through the left side doors; the right side will exit through the right side doors, taking their bulletins with them.
- The kitchen and downstairs area will remain closed during all worship services. No coffee hour or food service will be available until Phase 4.
- If visitors or an unregistered member shows up, they will be asked to answer the health questions at the sign-in table and sign the guideline agreement before attending the worship service.

### **Other Considerations**

- If a worshiper refuses to wear a mask in the building, the person will be asked to remain outside and the Rector will be notified at once. Ushers and greeters will be trained on how to handle a situation like this should it occur and be given authority to refuse entry to any worshiper who chooses not to follow the guidelines and safety protocols.
- If a worshiper notifies the church that they have been diagnosed with COVID-19 up to two weeks after worshipping at Good Samaritan, worshipers attending the service with them will be notified by phone. A notice will be sent to the entire congregation via email within 24 hours of the notification. The name of the person diagnosed with the virus will not be disclosed under any circumstances except as required by health officials.

- Attendance records will be maintained on the church's database (MyGoodSam).
- Ushers and greeters will receive online training which will include greeting procedures, attendance registration, check in procedures, Communion directions, and assisting with sanitation procedures.
- Childcare and children's formation will not be provided until we are in Phase 3.
- Formation for children, youth, and adults will be provided online or in small in-person groups as allowed by the phase guidelines.

## **Good Samaritan Church Outdoor Service Covid-19 Protocol**

All of the registration, safety, and health guidelines and protocols for the indoor worship services apply to outdoor services. The following guidelines are more specific to our outdoor services.

### **1. Seating and Parking**

#### Friday Prior to Service:

- o Obtain the current registration for the service
- o Determine how many seating spots are needed for singles, couples and families. Worshipers will be encouraged to bring their own seating.
- o Determine how many parking spaces are needed for those who choose to stay in their vehicles.

#### Sunday (arrive at 8:00am for 10:30 service)

- o Obtain the up to date registration information
- o Cone off parking lot from fire lane in front of the church to the mailbox
- o Seating will be in the circle, handicap parking spaces and front lawn areas. The seating for the altar party, pianist, sound and video techs will be arranged so as to maintain social distancing.
- o Seating spots will be marked off with tape, preschool hula hoops or drop spots. Measure to ensure at least 6 feet of social distancing between seating areas.
- o Have additional folding chairs available for those who forget to bring their own seating. Chairs should be wiped down before and after use.
- o Those who choose to remain in their vehicles will have reserved spaces in the "visitor parking" area. Mark off with cones the specific number of spots needed.

#### Sanitation

- o Ensure restrooms are cleaned and stocked with supplies
- o Set up sanitation station outside playground gate (People using the restroom will enter through the playground doors.) The playground is not open at this time.

### **2. Protocol for Ushers and Greeters**

We will have two greeters and two ushers for each outdoor service

#### **Greeter #1**

- o Stand near church entrance and direct worshippers to check in with usher standing in driveway.

#### **Greeter #2**

- o Stand in parking area greeting people as they exit their cars. Direct worshippers to seating areas. If worshippers forget to bring their own chairs, offer to provide a folding chair (direct to Usher #2)

#### **Usher #1**

- o Stand about 100 feet from street and check in worshippers. The reason for standing away from street is to prevent congestion on 244th Avenue.
- o Wear face mask and gloves.
- o Have clipboard with list of pre-registered worshippers. Clipboard should also include 5 blank waiver forms and sanitized pens
- o Have extra face masks (provided by church).

- o Check off pre-registered worshippers as they drive in. If driver, or anyone in vehicle, is not wearing a face mask, remind them that face masks are required and offer to provide facemasks.
- o If driver is not pre-registered, ask driver to sign waiver. Signed waiver is required to attend service.
- o Direct drivers in parking areas. If driver is registered for altar view parking, or would like altar view parking, direct them to their reserved parking location.

#### Usher #2

- o Coordinate with Greeter #2 and help worshippers find seating.
- o During service, monitor bathroom traffic and provide direction as needed.

#### Ushers #1 and #2

- o Take attendance
- o Count offering after service
- o Release worshippers by row of chairs starting at back to minimize contact