

St. Aidan's Episcopal Church, Camano Island Safety Plans

Comprehensive COVID-19 Exposure Control, Mitigation and Recovery Plan and Plan for Resuming In-Person Worship and Activities

(Version 3, a 12/04/2020 update)

The following plan is to be used by both St. Aidan's congregation and any group or organization that uses any of the buildings on the St. Aidan's campus. We anticipate this plan will change and need updating so each update will be identified by version and date.

The intent of this Plan is to keep everyone who uses our facilities safe and to comply with the requirements of governing authorities including, but not limited to, the requirements detailed in Diocese of Olympia's *A Guide to Gathering in Person* (Version 1 dated 05/7/20) and Washington State's *Phase 1, Phase 2, and Phase 3 Religious and Faith-based Organization COVID-19 Requirements* (as **updated 11/16/2020**). These two documents and the sample material posted on the diocesan website were the primary resources used to create this Safety Plan. Where there are differences between governing authorities, the more stringent requirement will be used for this Safety Plan which is organized as follows:

Part I Exposure Control, Mitigation and Recovery Plan

- A. COVID-19 Supervisor
- B. Exposure Control - measures to prevent exposure
 - 1. Safety training
 - 2. Exterior Signage
 - 3. Information, health screening and documentation
- C. Mitigation - measures to reduce risks
 - 1. Entry Requirements (masks, distancing, consent)
 - 2. Spatial management
 - 3. Cleaning, sanitation and disinfection
- D. Recovery - from exposure

Part II Guidelines for In-Person Gatherings

- A. Outside Groups
- B. St. Aidan's Gatherings
 - 1. Child Care
 - 2. Ministry and Study Groups
- C. Types of Worship Services by Phases
- D. Mitigation Measures Related to Worship Services
 - 1. Common to All Services
 - 2. Applicable to Specific Services

Part III Charts, Forms, and Signage

- A. Reopening Charts
- B. Mitigation, Attestation, and Consent Forms
- C. Signage Posted

Part I. COVID-19 Supervisor, Exposure Control, Mitigation and Recovery Plan

- A. COVID-19 Supervisor. At St. Aidan's, the COVID-19 Supervisor (Supervisor) is the Vicar. When the Vicar is not available, he will appoint someone to take his place. As Employer and Supervisor, the Vicar will (1) monitor the health of the employee(s), (2) make sure sick employee(s) go home, (3) cordon off any areas utilized by a sick employee(s) until all touched surfaces are cleaned and sanitized following CDC guidelines, (4) provide the necessary PPE at no cost to the employee(s), (5) make sure employee(s) follow appropriate hygiene, masking and physical distancing guidelines (which include, but are not limited to, handwashing with soap and running water after going to the bathroom, before and after eating and after coughing, sneezing or blowing their nose, as well as wearing a cloth face covering at all times except when working alone, and maintaining 6 foot physical distancing) and (6) establish a housekeeping schedule that includes frequent cleaning and sanitizing with an emphasis on commonly touched surfaces.

The Supervisor will enforce this COVID-19 Safety Plan. The Supervisor may delegate all or a portion of his enforcement responsibilities. Others may be designated to enforce specific sections of the Safety Plan. Other may also be designated to enforce the provisions of the Safety Plan at specific meetings, events or worship services.

The Vicar will determine when activities such as In-person services, childcare, and meetings will resume. Resumption of activities will not be earlier than is allowable under WA State requirements and the Diocesan Guidelines but may be later if the Vicar deems that advisable.

- B. Exposure Control - measures taken to prevent exposure.

1. Safety training. The COVID-19 Supervisor will ensure that all staff members and volunteers receive appropriate training on infection prevention and this Safety Plan.
2. Exterior signage. CDC posters that convey the suggested information about COVID-19 and our safety policies are affixed to the exterior entry way to Dietel Hall and the office to deter entry by those who have symptoms, have been exposed to SARS-CoV-2 or are not willing to observe our safety policies. See Part III C for the posters in use.
3. Information, health screening and documentation. Signage with COVID-19 symptoms and our masking and physical distancing policies are prominently displayed in multiple locations. More detailed information is found in the readily available multi-purpose forms used to screen out those with symptoms, those who have been exposed, and those who are not willing to follow our safety policies - our *Fact Sheet/COVID-19 Policy form (FS/CP)*, *Event Disclosure & Screening Form (EDS)* and our *Screening and Consent Form*, which combines the FS/CP and EDS provisions. As noted in C.1.c. below, a signed and dated form is one of our entry requirements for scheduled meetings, events and services. See Part III B for these forms.

The FS/CP and EDS forms were initially emailed to everyone on our email list. They or our *Screening and Consent Form* are attached to any email and/or letter that announces an in-person gathering. The forms are also available as hard copy at the Welcome Table, as noted in C.2.b. below, and in the office.

C. Mitigation - measures taken to reduce risk.

1. Entry Requirements.

- a. Cloth face coverings must be worn upon entry and at all other times and will be provided for someone who does not have one. Exempted from the mask rule are (1) those who are working alone, (2) those under age 2, and (3) those who have a medical condition that precludes wearing a mask. If someone refuses to wear a mask, they are asked if they are doing so because they have a medical condition. If it is not due to a medical condition, they will not be allowed to enter. If it is a visitor or if there is reason to doubt the claim of a medical condition, they will be asked for a doctor's note confirming a medical reason that precludes wearing a mask. Otherwise, the person(s) will not be asked for specifics and they will be allowed to enter.
- b. A distance of at least six feet must be maintained between people in different households upon entry and at all other times. Anyone who is exempted from wearing a mask will be strongly encouraged to observe physical distancing greater than six feet.
- c. A signed and dated *Event Disclosure & Screening Form* or a signed and dated *Screening and Consent Form* is required to participate in scheduled gatherings such as church services and meetings. If someone refuses to provide a signed, completed form and will not leave the premise, the gathering will be cancelled. Separate, signed and dated forms are required for each person (including minors) at each event. The forms will be maintained in the office for a minimum of 21 days.

2. Spatial Management.

- a. Both Dietel Hall and the Sanctuary have an entry way with a COVID-19 station that includes a CDC poster (communicating mask and distancing requirements), hand sanitizer, tissues, and a no-hands trash container.
- b. When in-person gatherings take place, a Welcome Table is set up near the entry area used for the gathering. Removable floor markings are used at six foot intervals to encourage physical distancing around the table. The table is supplied with sanitizer, disinfectant wipes, tissues, a no-touch trash container, gloves, masks, fact sheets, screening forms, and disinfected clip boards and pens. On or near the table are posters that communicate COVID-19 information (symptoms, good hygiene etc.) and our safety practices (cloth face coverings and 6 foot physical distancing).

The table is staffed by one or more ushers who collect a signed and dated screening form from each and every person who enters and, when appropriate confirms the individual has received the COVID-19 information, is symptom free, understands the risks of attendance and will observe our safety practices. When the COVID-19 Supervisor deems it appropriate, no touch thermometers will be used to verify absence of a fever.

- c. Prior to Phase 4, the child care room is closed to children.
- d. Prior to Phase 4, the coffee bar and the kitchen are closed for use by groups gathering in Dietel Hall. However, the sink in the kitchen and the sink in the coffee bar may be used for

hand washing. Hand sanitizer, soap, paper towels and no-touch trash containers are available in both locations.

- e. Bathrooms are available on a one-at-a-time basis with signage to that effect posted outside the bathrooms with a reminder to practice physical distancing if there is a line. Signage inside the bathrooms advocates good hygiene and disinfecting touched surfaces after each use. See Part III C for the posters in use.
- f. Sanctuary mitigation measures are covered in Section D of Part II, Guidelines for In-Person Gatherings.

3. Cleaning, sanitizing and disinfecting.

a. Measures applicable to all interior locations.

- 1. Hard surfaces such as floors and counters are regularly cleaned with soap and water or other cleaning liquids to prevent buildup of dirt and residue that can harbor contamination and disinfectant solutions are applied as recommended by the CDC. Rugs are vacuumed frequently and shampooed as needed.
- 2. High touch hard surface areas such as doorknobs, light switches, and keypads are cleaned and sanitized frequently.
- 3. Hand sanitizer that is at least 60% alcohol is readily available everywhere – at the entry way COVID-19 station and the Welcome Table and in all the bathrooms, Dietel Hall, the Sanctuary and the office. Using sanitizer upon entry and exit and after touching high contact surfaces etc. is strongly encouraged verbally and through signage.
- 4. All cleaning, sanitizing and disinfecting products are to be used according to the manufacturer's instructions and not mixed with other products.

b. Measures applicable to specific locations.

- 1. Soap and hot water are plentiful and available near all the sinks – the kitchen sink, the coffee bar sink, and the four bathroom sinks. Frequent hand washing is encouraged verbally, and via our forms and signage. See Part III B and C for the forms and posters.
- 2. Disinfectant wipes are available in the bathrooms and at the Welcome Table.
- 3. Each bathroom is supplied with plenty of soap and hot water, hand sanitizer, disinfectant wipes, paper towels, tissues and a no-hands trash containers. The bathrooms are cleaned and disinfected before and after each gathering. Signage inside the bathroom advocates good hygiene and disinfecting touched surfaces after each use. See Part III C for the posters used.
- 4. The Welcome Table Usher(s) disinfect the table and the table contents (see C.2.b. above) before and after gatherings and as needed during the welcome process. The clipboards and pens are disinfected immediately after each use.
- 5. Spaces used for gatherings such as Dietel Hall and the Sanctuary are cleaned before and after all gatherings.
- 6. Spaces that are not used for gatherings are cleaned on a regular and routine basis.

D. Recovery – from exposure.

1. Those who attend gatherings at St. Aidan's are asked to contact the Vicar (or the church office if he is not available) if they test positive for SARS-CoV-2, the virus that causes the COVID-19 disease.
 - a. If an individual who recently attended an in-person gathering tests positive, the following steps will be taken by the COVID-19 Supervisor: Inform the individual who has tested positive that St. Aidan's will be cooperating with the Island County Public Health Department if needed in order to help containing further spread of the disease.
 - b. If information about the positive test did not come from the health department, call them to determine what they need from St. Aidan's and the resources they can offer.
 - c. Identify the gathering(s) attended by the person who tested positive.
 - d. Identify the EDS forms for those who also attended the identified gathering(s).
 - e. Send one email to everyone with an email address who attended the identified gathering(s) to advise them that an undisclosed individual who attended the identified gathering(s) tested positive for the coronavirus. The email will also encourage all email recipients to (1) self-isolate for 14 days after the last potential exposure date and (3) contact their health care advisor if they show any COVID-19 symptoms.
 - f. Relay the above information by phone to anyone who attended the identified gathering(s) who does not have an email address.
 - g. Deep clean gathering areas that could harbor SARS-CoV-2 due to exposure if necessary according to scientific studies accepted at the time of exposure, taking into consideration the time elapsed since exposure, room temperature, materials involved (wood vs carpet etc.) and any other factor(s) that are relevant.

Part II Guidelines for In-Person Gatherings.

- A. Outside groups such as AA and Al-Anon will not meet in St. Aidan's buildings prior to Phase 4. Once Phase 4 is reached, the COVID-19 Supervisor will determine the earliest start date for in-person outside group meetings and the terms and conditions under which they may meet.
- B. St. Aidan's Groups.
 1. Childcare. Child care will not be offered prior to Phase 4. Once Phase 4 is reached, the COVID-19 Supervisor will determine the start date for child care and the terms and conditions under which child care will be provided.
 2. Ministry and Study Groups. Groups such as the Women of St. Aidan's, the Centering Prayer group, EfM and the Bible Study group will not meet in-person at St. Aidan's prior to Phase 3. Once Phase 3 is reached, the COVID-19 Supervisor will determine the earliest in-person start date and the terms and conditions under which each of these groups may meet. Those terms and conditions may vary from group to group and the conditions may include using a meeting check list to ensure compliance with the safety provisions applicable to the Phase in which the meetings take place. Once the earliest date, terms and conditions are specified, it is up to the group to determine when they want to actually start meeting. Groups may decide not to meet

in-person until physical distancing and masks are not necessary or until a vaccine is available or until

C. Types of Worship Services by Phases

1. Phase 1 Guidelines, Options and Offerings

- a. Under Diocesan Guidelines, the church is closed but the May 7, 2020 guidance makes reference to the following three types of services:
 - Virtual services – max 10 people, face coverings and 6 foot distancing
 - Outdoor services – WA State guidelines, no Eucharist assumed
 - Drive-In services – like WA guidelines plus no Eucharist and no in-person singing
- b. WA State Guidelines for churches include specific guidance for two permissible types of services – Outdoor services and Drive-In services. It is assumed that producing a Virtual service is permissible under the general social (vs religious) gathering requirements.
 - Virtual services – no gatherings
 - Outdoor services – max 100 people, face coverings and 6 foot distancing
 - Drive-In services - one household (max 10 people) per vehicle, face coverings unless vehicles 6 feet apart or entirely closed for the whole service
[\(WA State Governor Jay Inslee issued guidance for Drive-In services via letter on May 6, 2020.\)](#)
- c. Common Options: Virtual services, Outdoor services, and Drive-in Services
- d. St. Aidan Offered Morning Prayer at Virtual services produced by just the Vicar.

2. Phase 2 Guidelines, Options and Offerings.

- a. Under Diocesan Guidelines, the church is closed but may provide five types of services:
 - Virtual services – max 10 people, face coverings and 6 foot distancing
 - Outdoor services - WA State guidelines, no Eucharist assumed
 - Drive-In services - like WA guidelines plus no Eucharist and no in-person singing
 - Weddings – less than 10 people, face coverings and 6 foot distancing
 - Funerals – less than 10 people, face coverings and 6 foot distancing
[\(Note Phase 2 Diocesan Guidelines do not include the WA State Indoor & In-Home services.\)](#)
- b. WA State Guidelines add two more services. The five types of permissible services are:
 - Virtual services – see Indoor services limitations
 - Outdoor services – max **200** people, face coverings and 6 foot distancing
 - Drive-In services - one household (max 10 people) per vehicle, face coverings unless vehicles 6 feet apart or entirely closed for the whole service
 - Indoor services – smaller of 25% of room capacity or 200 people, face coverings, and 6 foot distancing
 - In-Home services – max 5 participants plus church staff with face coverings
- c. Common Options: Virtual services, Outdoor services, and Drive-in Services
- d. St. Aidan's may offer Morning Prayer (or any other service except Eucharist), at any of the following types of services, at the discretion of the Vicar:
 - Virtual services produced by up to 10 people, face coverings and 6 foot distancing
 - Outdoor services - up to 200 people, face coverings and 6 foot distancing

- Drive-In services - one household (max 10 people) per vehicle, face coverings unless vehicles 6 feet apart or entirely closed for the whole service, no Eucharist and no in-person singing

3. Phase 3 Guidelines, Options and Offerings.

a. Under Diocesan Guidelines, the church is closed but may provide six types of services:

- Virtual services produced by up to 10 people, face coverings and 6 foot distancing
- Outdoor services - WA State Guidelines, no Eucharist assumed
- Drive-In services - similar to WA State guidelines plus no Eucharist
- Weddings – max **50** people, face coverings and 6 foot distancing
- Funerals – max **50** people, face coverings and 6 foot distancing
- Indoor services – max 25% of room capacity, face coverings, 6 foot distancing, no Common Cup at Eucharist

b. WA State Guidelines add two more services. The five types of permissible services are:

- Virtual services – see Indoor services limitations
- Outdoor services – max **200** people, face coverings and 6 foot distancing
- Drive-In services - one household (max 10 people) per vehicle, face coverings unless vehicles 6 feet apart or entirely closed for the whole service
- Indoor services – smaller of **25%** of room capacity or **200** people, face coverings, and 6 foot distancing
- In-Home services – max **5** participants plus church staff with face coverings

c. Common Options: Virtual services, Outdoor services, Drive-in Services and Indoor services

d. St. Aidan’s may offer the following types of services, at the discretion of the Vicar:

- Virtual services for Morning Prayer or Eucharist with NO Common Cup, produced by up to 10 people with face coverings and 6 foot distancing
- Outdoor services for Morning Prayer or Eucharist with NO Common Cup – max **200** people, face coverings and 6 foot distancing
- Drive-In services for Morning Prayer - one household (max 10 people) per vehicle, face coverings unless vehicles 6 feet apart or entirely closed for the whole service
- Indoor services – smaller of **25%** of room capacity or **200** people, face coverings and 6 foot distancing using the following worship formats:

Morning Prayer

Eucharist if no Common Cup

Weddings and Funerals for up to 50 people

4. Phase 4 Guidelines, Options and Offerings

Under Diocesan Guidelines, continuing Virtual services is encouraged and the restrictions on services, including the restriction on the Common Cup, are lifted. WA State Guidelines (as updated 11/16/2020) are limited to Phases 1 through 3.

D. Mitigation Measures Related to Worship Services

1. Common Measures (applicable to all services)

- a. The general safety and mitigation provisions in Part I of this Safety Plan apply to all worship services.

b. The mitigation measures that follow apply to and/or for all worship services and are to be observed through Phase 3 and then continued until the COVID-19 Supervisor deems them unnecessary:

- The weekly newsletter, the ePistle, will include information about and links to services and worship resources, things like announcing services and how to access them and links to required forms and bulletins.
- There are no church provided books, bulletins or handouts. Congregants are encouraged to download the bulletin to their devices, print a bulletin at home or bring their own personal Book of Common Prayer. The bulletin is always available on the website and in the ePistle, the weekly newsletter.
- Physical distancing of at least 6 feet between individuals is ensured by the Ushers. Members of a household may sit together and, for purposes of physical distancing, are treated as one unit. Markings on floors and chairs will be made where needed to help members and visitors stay 6 feet apart.
- Passing the Peace, hugs, handshakes or other physical contact are avoided. Other means of acknowledging each other, such as bowing or nodding are encouraged.
- There is no passing the plate. Online giving is encouraged and, for those who do not contribute online, there is a no-touch offering basket in the Sanctuary and a drop box outside the entry to Dietel Hall.
- Aisles in the Sanctuary are one-way. Congregants are encourage to enter up the center aisle and exit down the side aisle.
- Music. The choir may not perform (i.e. be the only ones singing) during services. A soloist and accompanist may perform during the service if their face coverings stay in place. Soloists who are instrumentalists who play a woodwind or brass instrument, may remove their cloth face coverings while playing. Any musical performance by more than two individuals is prohibited. These limitations do not apply to recorded music.

2. Measures that apply to specific services follow:

a. Holy Eucharist. Protocols for the distribution of Eucharist through Phase III will be as or more stringent than the following ones provided by the Diocese of Olympia:

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.
- b. Baptism. Protocols for baptism will be as or more stringent than the following ones provided by the Diocese of Olympia:
1. For baptism, only one Presider is allowed for all manual acts, blessing the water, baptizing, anointing, etc.
 2. Water should not be put into the font until the actual blessing of the water.
 3. Only the Presider may touch the water.
 4. Presider will vigorously wash their hands and sanitize before the Blessing of the Water, and will repeat this action before and after each baptism.
 5. If aspersions are planned for the congregation, that water should be extracted from the font, in a dedicated bowl, by the Presider, before any baptisms take place and set aside for use for this.

6. If there are multiple baptisms, you have several options when baptizing. You may take water in your hands and move away from over the font, and pour the water over the candidates head. Or you could use a separate bowl and walk to the candidate to baptize, trying not to let water fall off the head of the person, back into the bowl. If this does happen, please use a new bowl. In fact, it would be best to have a new bowl for each candidate.
7. Presider only anoints. Wearing mask.
8. Candles should either be not used during this time, OR, you may light the candle, show it to the person, then blow it out and keep this to be sanitized after the service and given to the candidate. You could do all of this after the service if you wish.
9. During this time there is to be no sprinkling of the congregation with the water in font or bowls used for baptisms. Only use the water set aside in the beginning.
10. All water, in all bowls and the font should be discarded BEFORE the ending of the service
11. Prior to the baptism you could send a link to the congregants with a card whereby people could download and print that includes the line, "Will you who witness these vows do all in your power to support this person in her life in Christ? We will." and ask people to write a message and mail it to the baptismal candidate, affirming their participation in the liturgy and the covenant and whatever other message of welcome and support they want to give.

Part III Appendix of Charts, Forms and Signage

A. Reopening Charts

- | | |
|------------------------|---------|
| 1. Diocese of Olympia | Page 11 |
| 2. State of Washington | Page 12 |

B. Mitigation, Attestation and Consent Forms

- | | |
|--|----------|
| 1. Alternative 1 (Two forms with larger type on three pages.) Fact Sheet/COVID-19 Policy (FS/CP) | Pg 13-14 |
| Event Disclosure & Screening Form (EDS) | Page 15 |
| 2. Alternative 2 (One form with smaller type that combines FS/CP and EDS provisions) Screening and Consent Form | Page 16 |

C. Signage Posted

- | | |
|--|---------|
| 1. CDC Poster "Please wear a mask." https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering-building-entrance.pdf | Page 17 |
| 2. CDC Poster "What you should know about COVID-10 to protect yourself and others." https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf | Page 18 |
| 3. CDC Poster "Stop the Spread of Germs" | Page 19 |
| 4. STOP ONE PERSON AT A TIME <i>Please</i> | Page 20 |

5. *Please* STAY 6 ft. APART

Page 21

6. *Please* WASH YOUR *hands* *Thank You!*

Page 22