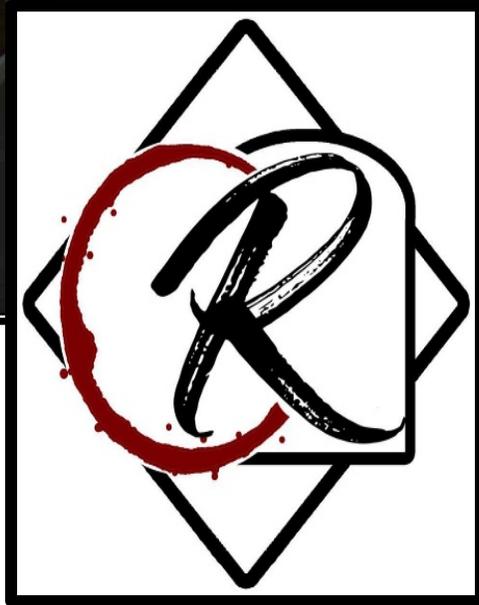


**St. Matthew / San Mateo Episcopal Church  
and  
Resurrection Church of Auburn**

**Re-opening Plan for the Church Building  
for  
In-person Worship**



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Revision History

10/8/2020 Initial Document

11/16/2020 Incorporate Changes from the Chancellor's Office, Diocese of Olympia, Seattle, WA

## A Word from Pastor LaShund and Mother Pat

Dear Friends,

It was a very difficult decision to close the church buildings last March and never did we think we would remain closed for such an extensive period of time. Christians are called to community... it is the very definition of a Christian, one who is baptized into community of Jesus. We are accustomed to gathering together on Sunday morning to give God glory, pray and sing together, listen to the Word of God and to be strengthened to bring the love of Jesus to the world. Of course, we can do all of these things at home, and indeed we have been for the past many months, but it does not have the same incarnational sense as all of us together. But, we have done what was necessary and loving in order to care for ourselves, our loved ones, and each other. Love in the time of Covid-19 has had its challenges, some are behind us and some are still before us.

There are challenges with regard to re-opening the building for in-person worship that involve planning, preparation and a level of detail we are not used to managing. Simply tracking and implementing regulations from national, state, county and religious institutions been its own challenge. A great many people, some you know and some you will never know, have contributed to the Re-opening Plan you have in your hands. Please “read, mark, learn and inwardly digest” its pages. There are some things that might seem strange and probably some things you would rather not do. We understand. But for re-opening for in-person worship to be successful, we need the help and cooperation of everyone.

As you might imagine, this is a fluid document. We expect things will change: there may be things that just don't work as we actually try to live them; we may discover new, better ways of doing things; we may need to make adjustments as we move through the various phases. While we don't know the details of future changes, what we do know is we are committed to working together to make whatever we have to do work for everyone.

In her poem entitled *We Look with Uncertainty*, Anne Hillman writes

We stand at a new doorway,  
awaiting that which comes ...  
daring to be human creatures,  
vulnerable to the beauty of existence,  
Learning to love.

Learning to love as God has always loved us. We give thanks to our God for your many and varied gifts and ministries, and for your presence among us.

May God bless you richly,

Pastor LaShund

Mother Pat

## Introduction

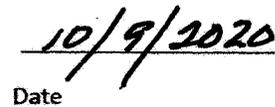
We have decided to produce one document for both St. Matthew / Mateo Church AND Resurrection Church Auburn, referred to as SMSM and RCA respectively in this document. Both churches use the same physical space and share equipment although not usually at the same time. Unless otherwise noted, the entirety of the document applies to both churches. Examples of exceptions might be when religious ceremonies differ or when separate legal documents are required.

In accordance with Episcopal Diocese of Olympia and State of Washington guidelines, this guidance document has been developed and implemented for the safety and protection of worshipers, clergy, staff and visitors during "in-person" worship at RCA and SMSM. Our ReOpening Plan is based on safety and health guidelines from the Center for Disease Control (CDC), the Washington State Department of Health and King County Health Department. "In-Person" worship at SMSM and RCA will re-commence at the direction of and with the approval of the Bishop of the Episcopal Diocese of Olympia and the clergy of RCA and SMSM. The provisions of our ReOpening Plan are mandatory for all worshipers, clergy and staff present for "in-person" worship.

At present, the Parish Hall remains closed.



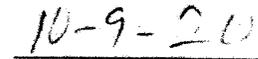
The Reverend Patricia S. Trytten, Priest-in-Charge  
St. Matthew / San Mateo Church, Auburn WA



Date



LaShund Lambert, Senior Pastor, Resurrection Church Auburn



Date

## **In-Person Worship Service Protocols**

### **General Comments**

Worship services will continue to be available online for those who are part of the "at risk" population or who are uncomfortable within-person worship.

All people attending in-person services are required to wear a face mask and maintain social distancing at all times excepted as noted below. People refusing to follow these requirements will be asked to leave.

Masks are to be worn at all times, unless a person is presiding or reading from the platform.

People are asked to stay home if they are sick and/or have a fever.

Signage will be posted near entry ways (both inside and outside the church).

Consent Forms must be signed by each person prior to every worship service. These forms will be made available online and can be filled out at home.

Reservations are required for those attending worship services. This form will be available online. The forms will be kept in a secure location for 21 days.

The lead clergy person for the worship service will designate one person to be the Supervisor. This person is responsible for ensuring that correct protocols are followed, specified records are kept correctly and proper cleaning follows the worship service.

Only the primary worship leader will sit on the platform. The readers and other worship leaders will sit in chairs on the east side of the platform. Only one musician and one soloist are permitted and they will sit on the west side of the platform. Only one person is allowed in the Vesting Sacristy at a time.

No books or paper materials are allowed. Everything necessary for participation will be projected onto large screens on the east and west sides of the platform.

The Nursery, Sunday School, Office and Kitchen are closed. No food or beverages are allowed.

### **Entry and Check in**

Entry to the building for worship will be through primary entrance doors. The floor will be marked with tape at 6 foot intervals indicating the traffic flow.

The main double doors will be opened to ensure maximum air circulation which people are entering. The double doors from Narthex into main hallway will remain closed.

There will be a clearly marked table for check-in and one chair. A person designated by the Supervisor will be at the table to check reservations, take and record temperatures and ensure that Consent Forms are filled out and collected. Temperature records and Consent forms will be kept for 21 days, after which they will be shredded. Hand sanitizer, sanitized pens and extra masks will be on the table.

After check-in, an usher will take people or persons to their assigned seats in the sanctuary, while maintaining correct social distance.

## During Worship Service

The only time a person may remove their mask is if they are consuming communion, reading a lesson, leading the Prayers of the People, preaching, or praying in the context of presiding. After the host is consumed, the lesson read, prayers offered, or the sermon is finished, the person will immediately put their mask back on.

At the Peace, people will stay in their pews. There will be no touching, hugging, handshaking at the Peace.

There will be no offering plates/baskets passed amongst the people. There will be one plate/basket clearly available into which people may place their offerings upon entering or exiting the building. People are encouraged to pay their pledges or make donations online.

If there is Communion the following protocols will be maintained:

### *St. Matthew / San Mateo Congregation*

St. Matthew / San Mateo will follow the Holy Eucharist protocols specified by the Bishop and available on the Diocesan website at <https://files.constantcontact.com/bc60d568001/b2adbc9c-65f4-408d-a9be-71ee391002b1.pdf>.

### *Resurrection Church Congregation*

One person, wearing gloves, will distribute prepackaged communion.  
Receptacles will be designated for people to dispose of communion packaging.

## Leaving

At the direction of the Ushers, people will exit the building through the double doors in the sanctuary leading onto the main parking lot. Social distance is to be maintained. People must not congregate in the parking lots.

## Restrooms

Signage will be posted outside each restroom.

Persons waiting in line to use the restroom must maintain social distance of 6 feet at all times.

One adult is allowed in the restroom at a time.

Touchless soap, hand sanitizer and paper towel dispensers are provided.

Used paper towels are put in the trash can.

## Incident recovery plan

If a member or other person who attended a worship service is exposed to or infected with Covid-19, such member or person is expected to notify the Priest-in-Charge or Senior Pastor immediately. We will consult King County health officials directly to determine the best way forward for SSM and RCA, which would include, at the least, communicating with the memberships-at-large (maintaining confidentiality) and passing on recommendations from health officials; providing information for contact tracing if so advised; enacting additional safety and cleaning of the buildings; and potentially reclosing for at least 14 days or as directed by the county health officials or the Office of the Bishop of Olympia.

## **Appendix A – Initial Cleaning**

### **Church Building – Initial Cleaning**

#### **General Comments**

Prior to the first public worship service held in the church building, four main areas must be thoroughly cleaned: the Narthex (Lobby), Sanctuary, Main Hallway and both restrooms.

#### **Narthex (Lobby)**

Remove dead plants, all paper, bulletin board and flags (store in coat closet)

Remove all photographs and other items hanging on the walls and store

Remove all folding tables, except one, and store

Remove all chairs, except one, and store

Install a touchless dispenser for hand sanitizer inside the front door, to the right

Thoroughly clean the doors, door handles, ledges, window ledges, windows, baseboards, light switches and other high touch surfaces with approved cleaning product.

Use the new vacuum cleaner and a new bag and thoroughly vacuum the carpet

#### **Main Hallway**

Remove all tables and store

Remove all pictures and other items hanging on the walls

Remove the prie-dieu and Bible and store

Clean all the doors and door handles (to Narthex, to Sanctuary, to Sacristy, to offices, to bathrooms), light sconces and bulbs, and baseboards with approved cleaning products.

Using the new vacuum cleaner thoroughly vacuum the main hallway

#### **Bathrooms**

Remove anything hanging on the walls

Remove furniture

Install one touchless liquid soap dispenser in each bathroom

Install one touchless dispense for hand sanitizer in each bathroom

Clean the doors and door handles inside and out, counters and sinks, pipes under sinks, and mirrors with approved cleaning products

Clean the walls of each stall, toilet fixture, inside of toilet, and paper dispensers with approved cleaning products.

Wet mop the floor with approved cleaning products.

## Sanctuary

- Remove all prayer books, hymnals and bookcases and store in library in Parish Hall.
- Remove all liturgical fixtures except the Paschal Candle, the wooden cross and stand, the altar cover, the lectern and the two candles that are usually on the altar.
- Remove the dead plant and dirt from old Baptismal Font.
- Remove metal liner from the new Baptismal Font.
- Remove all children's toys, books, carpet and store
- Remove and save the memorial plaques from chairs.
- Clean all the doors (inside and out), window sills and all liturgical fixtures remaining in the sanctuary.
- Vacuum carpet and wipe down the wood surfaces of chairs.

## Sacristy and Vesting Area

- The Altar Guild is responsible for cleaning the main Sacristy.
- Put away everything away in closets you can so you don't have to clean it.
- Ask music folks to put all the music books and papers and cabinets in the library.

## Parish Hall – Initial Cleaning

### General Comments

The Parish Hall is closed until further notice. There are number of issues related to supervision, record keeping, and cleaning that are unresolved with respect to regular and occasional user groups in the Hall. When these issues are resolved, this document will be updated and resubmitted for approval.

The entire Parish Hall has just been professionally cleaned after some serious property damage. We will evaluate what additional cleaning is required when this plan is updated to re-open the Hall.

## **Appendix B – Routine Cleaning**

### **Church Building – Cleaning After Every Worship Service**

#### **General Comments**

A cleaning team will be assigned for every worship service or event.  
The cleaning team will be large enough so that all the cleaning can be completed no later than 10 minutes before the next service or event.  
The areas listed below are to be cleaned after every worship service or event.  
The Supervisor will assist the cleaning team locating supplies and equipment and ensure that all is returned to the proper storage place.  
The Supervisor may ask for other areas to be cleaned as needed and will note in log book.  
When the cleaning is complete, the Supervisor will enter the completion in the log book.

#### **Location of Cleaning Supplies and Equipment**

All cleaning supplies and equipment are located in the supply closet off the vesting sacristy.

#### **Narthex**

The Narthex is used only when people are entering or leaving the building.  
Clean and sanitize all doors, door handles, dispensers, and top of credenza.  
Make sure the canister on the vacuum cleaner is empty and vacuum the carpet in the Narthex.  
Empty the canister into a plastic bag designated for this purpose.

#### **Main Hallway**

Clean and sanitize all doors and door handles.  
Clean and sanitize the check-in table and chair.  
Once a month, clean and sanitize the walls in the hallway.  
Make sure the canister on the vacuum cleaner is empty and vacuum the carpet.  
Empty the canister into a plastic bag designated for this purpose.

#### **Sanctuary**

Clean and sanitize all doors and door handles.  
Clean and sanitize the hard surfaces on the chairs.  
Make sure the canister on the vacuum cleaner is empty and vacuum the carpet.  
Empty the canister into a plastic bag designated for this purpose.  
The Altar Guild is responsible for directing the cleaning of hard surfaces on Altar and Lectern  
The Audio Visual Team is responsible directing the cleaning and sanitizing of the AV equipment  
The lead musician is responsible for directing the cleaning and sanitizing of musical instruments.

#### **Sacristy and Vesting Sacristy**

The Altar Guild is responsible for cleaning the Sacristy

## Appendix C - Information and Waiver

### Introduction

In compliance with the State of Washington's "Safe Start" plan and the Diocese of Olympia's "Guide to Gathering in Person," St. Matthew / San Mateo Church (SMSM) and Resurrection Church Auburn (RCA) require 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 SMSM and RCA 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 SMSM and RCA 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.)
- Sign an Individual Attestation and Consent to Work/Participate

## Attestation and Consent Form – St. Matthew / San Mateo Church Auburn, WA

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 hotspot 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. Matthew / San Mateo Church, Auburn, WA** and the **Diocese of Olympia** from any liability in the event that you are exposed and/or become ill

Name \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_

## Attestation and Consent Form – Resurrection Church Auburn, WA

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 hotspot 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 **Resurrection Church, Auburn, WA**, St Matthew / San Mateo church, Auburn, Wa and the **Diocese of Olympia** from any liability in the event that you are exposed and/or become ill

Name \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_

## Appendix D – Guidance for Phases 1 -3

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

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

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

#### Phase 1

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

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

#### Phase 2

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

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

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

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

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

### Phase 3

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

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

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

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

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

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

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

## Safety and Health Requirements

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

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

- Educate all employees in the language they understand best about coronavirus, how to prevent transmission, and the owner's COVID-19 policies.
- Screen employees for signs/symptoms of COVID-19 at the start of every shift. Make sure sick employees stay home or immediately go home if they feel or appear sick. Cordon off any areas where an employee with probable or confirmed COVID-19 illness worked, touched surfaces, etc., until the area and equipment is cleaned and sanitized. Follow the cleaning guidelines set by the CDC to deep clean and sanitize.
- Maintain minimum six-foot separation between all persons in all interactions and at all times. When strict physical distancing is not feasible for a specific task, other prevention measures are required, such as use of barriers, minimization of individuals in narrow, enclosed areas and waiting rooms, staggered breaks, and work shift starts.
- Provide (at no cost to employees) and require the wearing of personal protective equipment (PPE) such as gloves, goggles, face shields and face covering masks as appropriate or required for the work activity being performed. Cloth face coverings must be worn by every employee not working alone at the location unless their exposure dictates a higher level of protection under Department of Labor & Industries safety and health rules and guidance. The facial covering requirement does apply to the individual(s) leading the service.
  - Exceptions to this requirement for cloth face coverings include when working alone in an office, vehicle, or at a job site; if the individual is deaf or hard of hearing and is communicating with someone who relies on language cues such as facial markers and expression and mouth movements as a part of communication; if the individual has a medical condition or disability that makes wearing a facial covering inappropriate; or when the job has no in-person interaction.
- Refer to [Coronavirus Facial Covering and Mask Requirements](#) for additional details. A cloth facial covering is described in the Department of Health guidance, [Department of Health guidance](#).
- Ensure frequent and adequate hand washing with adequate maintenance of supplies. Use disposable gloves, where safe and applicable, to prevent virus transmission on items that are touched frequently or shared and discard after a single use.

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

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

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

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

### Organization Specific Safety Practices

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

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

speaker needs an accommodation due to a medical exemption, then a Plexiglas 3-sided barrier may be used during the service. The barrier must be disinfected after every use.

For services that are recorded or filmed without a live audience, then face coverings are not required for individuals while they are speaking.

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

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

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

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