



Regathering Plan*



Revision 5.0 – February 15, 2021

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*This Plan is largely based on the Plan submitted by St. Antony of Egypt, Silverdale on October 6, 2020

Welcome

Welcome to the Regathering Plan for St. Bede Episcopal Church, Port Orchard, WA. We hope that these guidelines will, when the bishop of the Diocese of Olympia approves Regathering, allow us to reopen our Sunday services, weddings, memorial services and baptisms with minimal health impact on our attendees. This document is based on information collected from multiple sources and modified to meet the needs of St. Bede.

We will be able to reopen for in-person attendance at our services when the state of Washington and the Dioceses of Olympia determine that it is safe for us to reopen. At that point we will following our guidelines and remain open for in-person attendance as long as the COVID-19 remains under control.

When the time comes, we will be opening the 10:00 AM Eucharist for people to attend in person.

There are several sections addressed in this plan:

- Welcome
- General Guidelines
- Building Entry Procedure
- The Service
- Protocol for Receiving the Host
- Baptisms
- Exiting the Building
- Post Service Cleaning
- Outdoor Services
- Descriptions and Definitions
- Training
- Nave Layout
- Incident Reporting
- Post Exposure Recovery
- Reservation Procedure
- Face Masks Do's
- Face Mask Don'ts
- Attestation and Consent Form

Each of these sections will be specifically addressed.

The single most important thing we can do is keep everyone safe.

- Shield the most vulnerable.
- Reduce risks wherever possible.
- Keep the virus out of the facility.
- Wear masks
- Reduce direct contact between people.
- Reduce occupancy.
- Implement and update health and safety protocols.
- Prepare for infectious cases.

The document titled “Religious and Faith-based Organizations COVID-19 Requirements” is to be considered part of this document.

St. Bede does not believe the demand for attendance will exceed the capacity of the building. However, if it should, the following reservation procedure will be followed to ensure capacity is not exceeded.

General Guidelines

- If you have any cold symptoms such as a fever, chills, sore throat, cough, runny nose, sneezing, muscle pain, shortness of breath, difficulty breathing, headache, smell or taste disorder(s); please stay home.
- If you have a temperature exceeding your normal temperature by 1.5 degrees or more, please stay home. You will be asked to not enter the church building if your temperature exceeds 100.4 degrees.
- Wear a non-surgical mask at all times, if you do not have a mask, one will be provided. There is one exception to this requirement: children younger than five years old.
 - St Bede is unable to provide safe accommodations for persons with a medical or other condition that prevents wearing a mask. Several options were considered including seating in the “Quiet Room”, choir loft and parish hall. It was determined that none of these locations provided the required social distancing.
 - Persons who refuse to wear a mask will be prevented from entering or asked to leave so as not to endanger others.
 - If such persons refuse to leave, then the service will be terminated and all present must leave.

- Wash your hands for 20 seconds before leaving your home.
- When you enter the church, you will be asked to wash or sanitize your hands. Extra soap and water will be provided for hand washing.
- Use the provided hand sanitizers when entering the building or the nave.
- Social distancing, please stay 6 ft apart from others as a family unit.
- Sit only where the Ushers direct you. Users will ensure 6 ft distancing in all directions. Once seated, do not change seats.
- Restrooms are restricted to one person in the room at a time, please wash your hands, for 20 seconds, before and after using the facility. Please line up following the markings on the floor if the restroom is in use. A parent may enter with a child who needs assistance.
- No childcare will be provided.
- Do not congregate in groups inside of the building.
- Avoid physical contact with others.
- Congregational singing is allowed as long as the total number of people (including the choir) singing does not exceed 15 and those singing adhere to 9 feet of physical distancing and wear a 3-layer surgical mask).
- Clergy and assistants will wear non-surgical masks throughout the service – mask may be removed by the person while speaking. If two or more speakers are addressing the congregation during the service, only one speaker at a time may remove their mask.
- Clergy and assistants will wash their hands and use hand sanitizer frequently.
- We will follow the Episcopal Diocese of Olympia “A Guide to Gathering in Person” guidelines.
- All altar guild members will be educated on our COVID-19 policies.
- The air purification system will remain at a maximum throughout the service.
- Signs about COVID-19 and safety precautions must be posted inside and outside the church. The CDC and Washington DOH have signs/posters on their websites that can be printed.

Building Entry Procedure

- Signage will be placed outside the Parish Hall and the church clearly stating the procedures that will be followed if someone refuses to wear a mask or adhere to social distancing.
- COVID safety information and requirements will be visibly posted inside and outside of the church.
- Directional signage will be displayed in the parking lot.
- Wear at minimum a non-surgical face mask when you exit your car.
- At all times, maintain social distancing 6 ft apart by family unit or individuals. Line up on the marks outside the entry to the office door of the Parish Hall by family units or individuals
- Masks must be worn; masks will be provided for anyone not having one.

- You will be met at the door of the Parish Hall by a greeter who will check your temperature with a non-contact thermometer and ask you general health questions.
- If your temperature is elevated or you do not feel healthy you will be asked to return home or EMS will be contacted if necessary.
- There will be no physical contact.
- The greeter will direct you to the registration station, where you will register (Required by the diocese).
- There will be two sets of pens available: Sanitized & Used. Please take a sanitized pen and place it in the Used container after your use.
- Registration stations are in the Parish Hall. Each adult or family group will be required to read and sign an Attestation and Consent form. (Copy attached)
- You may pick up a Service Bulletin from the registration table.
- Please use hand sanitizer before exiting the Parish Hall from the “Combination Lock” door and go directly to the church entrance.
- You may place your offering in the plate at the back of the naïve.
- The usher will then direct you to your assigned seat. The church will be filled from the front to the back.

To help reduce the risks for yourself and others.

Please observe the following:

- Wash your hands often.
- Use hand sanitizer.
- Observe social distancing.
- Wear a face mask.

Please avoid the following:

- Touching your eyes
- Touching your mouth
- Touching your nose

The service

- Wear a non-surgical mask throughout the service.
- There will be no hymnals or BCPs in the nave.
- The complete service will be printed in the service bulletin.
- Lay readers will come forward to the lectern, remove their masks and read, their mask will be replaced before they return to their seat.
- There will be no physical contact during the peace.
- To receive communion come forward in the following sequence:

- Each person will sanitize their hands using the sanitizer located in their pew. (See note below).
 - We will be receiving communion by rows. Note that each row seats a maximum of 2 persons or 1 family unit.
 - The first row on the right (facing the altar) will come forward down the center aisle as directed by the usher, maintaining social distance.
 - Each person will receive Eucharist as defined in the “Protocol for Receiving the Host” attached to this document.
 - The priest and the LEM will each be at a station on each side of the altar gate. A tray of hosts, approx. 14 inches long, will be placed on small tables outside the altar rail. The priest and the LEM will be socially distanced and prepared to offer assistance as necessary.
 - Pick up a host and return to your seat in a “last out, first in” order.
 - Remove your mask; consume your host; replace your mask at your seat.
 - Sanitize your hands.
 - Each row moving back from the first row starting with the right side and then the left side will follow the same pattern to receive communion.
- Only the presider receives the chalice.
 - All clergy will wear a non-surgical mask throughout the service except for speaking, with only one person speaking at a time with mask removed.
 - All clergy will wash the hands for at least 20 seconds prior to the service.
 - All clergy will use hand sanitizer often during the service.
 - There will be no procession or recession by the clergy, to help maintain social distancing.
 - There will be no acolytes or crucifers in the services.
 - Singing by the congregation will be held to a minimum. Please wear your mask and face away from others as much as possible while singing.
 - When possible, the service will be “live streamed” for home participants and the Parish Hall.

Hand sanitizing is critical to the safety for yourself and the other around you. Please sanitize your hands whenever you believe you may have touched anything. Several stations with sanitizer, tissue and waste containers will be placed throughout the worship space.

Protocol for Receiving the Host

- Proper precautions and all PPE and distancing guidelines should be followed by all in the chain of preparation. Altar Guild, and all in the chain need to carefully sanitize all surfaces, wash and sanitize hands, wear masks, etc.
- Everyone in the service and in the altar party, will always wear masks. Only the person speaking may remove their mask and replace it when done speaking.
- The presider or deacon will set the table. Attempting to minimize the number of persons touching the host.

- The presider and deacon 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 must not be ceremonial washing but vigorous washing.
- In setting the table, the Presider or deacon should use the pall or corporal to cover all of the wafers, and only expose the priest host. If bread is used it should be covered by the pall or corporal, except during the consecration.
- The chalice may be covered by a pall except during the consecration.
- No one should stand near the Presider at the altar.
- For the distribution of the host, the presider will either consume the priest host before distribution or set it aside to consume after all have received. If bread is used it will be broken by the priest or the deacon into pieces and the pieces placed in small medical or dixies cups for distribution.
- The wafers or cups containing the broken host, will then be placed at approximately 6-inch intervals in a line across the front of the altar. The presider should make every possible effort not to touch the linen.
- After the presider has placed the wafers or cups on the table, the ushers can begin to allow the congregants to come forward one at a time, while maintaining social distance.
- Before approaching the altar, each person receiving should sanitize their hands, allowing them to dry, before going forward.
- Each person receiving should be instructed to pick up their host or cup as directed, return to their seat and consume the host removing their mask and then replacing it.
- Upon leaving the altar area and consuming the host each person should sanitize their hands after returning to their seats.
- There will be no wine offered to anyone other than the Presider.

Baptisms

- For baptism, only one Presider is allowed for all manual acts, blessing the water, baptizing, anointing, etc.
- The water will not be put into the font until the actual blessing of the water.
- Only the Presider may touch the water.
- The presider will vigorously wash their hands and sanitize before the Blessing of the Water and will repeat this action before and after each baptism.
- If aspersions are planned for the congregation, that water should be extracted from the font, in a dedicated bowl, by the presider or deacon, before any baptisms take place and set aside for use for this or the presider touches the water.
- If there are multiple baptisms, there are several options. The presider may use a separate bowl and walk to the candidate, to be baptize, and pour water over the persons head onto the floor or a new bowl of water may be used allowing the water poured of the persons head to return to the bowl. The presider will wear a mask throughout this process.

- Only the Presider will anoint the newly baptized. The presider will wear a mask throughout this process.
- If a candle is to be given to the candidate, it may lighted, shown to the person or family, then blown out and kept being sanitized after the service and given to the candidate.
- *There will be no sprinkling of the congregation with the water in font or bowls used for the baptisms. Only use the water set aside in the beginning.*
- All water, in all bowls and the font will be discarded before the ending of the service.
- When possible, the service will be “live streamed” for home participants.

Exiting the building

When the service has ended, after the dismissal, everyone will exit the building maintaining social distancing. Hand sanitizer stations are provided at each exit for people to use when exiting. Continue to wear your mask while exiting until you reach your car. After exiting families can share with other families, social time, in the parking lot while maintaining social distancing and wearing masks.

Ushers handle the exit so as to maintain physical distancing and that you are clear that those at the back exit first ending with the exit of those in the front.

Post Service Cleaning

After all the people have left the nave, the nave will be cleaned.

- All door handles, chair backs and touchable surfaces will be completely cleaned and sanitized.
- All restrooms will be completely cleaned and sanitized.
- The sacristy will be completely cleaned and sanitized.
- The air purification system will be increased for 24 hours.

Outdoor Services

Outdoor services will not be offered. The traffic noise at our property is extremely distracting and does not provide an environment that facilitates adequate verbal communication.

Descriptions and definitions

Greeter – person who checks the temperature and basic health conditions of people as they enter the church building and ensures that each person completes and signs the Attestation and Consent form. The greeter will wear a mask and gloves, avoiding physical contact.

Usher – person who assists with seating and movement in the sanctuary. The usher will wear a mask and gloves, avoiding physical contact. During the service the usher will observe the service and assist attendees with maintaining the required safety requirements.

Corona Supervisor and contact person – person who has overall supervision for the maintenance of the guidelines throughout the entire service. This person will also assist with both the greeter and ushers as required. This person will be the central contact if any problems occur.

Registration station – the location where attendees and attendees' families record their attendance and temperature and sign the Attestation and Consent form. If the attendee's name is recorded in the parish phone book no other information is required. If the attendee's name is not in the parish phone directory, the following information is required: name, address, phone number, email address and temperature. (Required by diocese)

Note: Greeters, ushers and supervisor will be trained prior to performing the duties and educated on our COVIC-19 policy. It is recommended, but not required, that persons filling these positions should be under 65 years of age with no underlying health conditions. Tabletop exercises will be conducted as part of the training and throughout the COVID-19 pandemic to ensure guideline compliance.

Training

Greeter Training

Each of the "Greeters" will be trained for the following tasks, as each person enters the building.

- The greeter will be required to wear a face mask at all times.
- The greeters will be trained in the correct procedure for washing their hands before putting on their gloves.
- The greeters will be trained to sanitize their gloved hands between each person entering the building.

- If the person entering is not wearing a mask, they will be offered a free face mask.
 - If the person can not wear a mask, for medical reasons, they will be transferred to the Corona Supervisor who will escort them to their assigned seating area.
 - If the person refuses to wear a mask, the Greeter will notify the Corona Supervisor immediately.
- Each person entering will be asked if they have any of the symptoms listed on a chart.
 - If they have no symptoms, they will be permitted to enter.
 - If they have any of the symptoms, they will be asked leave until they are healthier. If they refuse to leave, the Greeter will notify the Corona Supervisor.
- Each person entering will then have their temperature take with a contactless thermometer.
 - If they have a normal range temperature, under 100.4 degrees, they will be directed to the contract tracing registration table.
 - If they have a temperature greater than 100,4 degrees, they will be asked leave until they are healthier. If they refuse to leave, the Greeter will notify the Corona Supervisor.

Usher Training

Each “Usher” will be trained for the following tasks, once a person entered the building through the Greeter.

- Once a person has been cleared by the greeter, the usher will escort the person entering to the “Contact Tracing Registration Table.”
- Each person must register their attendance at the service, including the clergy, ushers and greeters; by completing and signing the Attestation and Consent form.
- Once the person has registered, they will be escorted, by the usher, to their seat.
- Seating will be from the front row center, to the outer seating and then to the next rows.
- The path to the seating will be down the center isle and returning via the same path one family/individual at a time.
- Unfortunately, if a person cannot wear a mask for medical reasons, they will not be allowed to be seated.

Corona Supervisor Training

Each “Corona Supervisor” will be trained for the following tasks.

- They will be trained as a greeter.
- They will be trained as an usher.
- They will be trained to move around the nave and lobby area helping to maintain scene safety.

- They will be trained as to how to handle persons who do not want to comply with these guidelines. The first step in this training is to contact the clergy, directly or through a third party.
- They will be trained on how to safely assist persons and getting additional assistance as required.

Incident Reporting

If anyone attending any service reports to the Church testing positive or contracting Covid-19, the following steps must be taken in response immediately.

- All services will be cancelled until the Post Exposure Recovery steps have been successfully completed.
- Access to the building will be restricted.
- The local health department will be contacted.
- All church members will be notified via the phone tree or broadcast message, that someone attending a service has been found positive for Covid-19.
- Testing will be recommended for all church members attending services for the proceeding 21 days.
- The State of Washington Health Department will be given names and contact information for all church attendees for any services for the preceding 21 days.
- The diocesan office, through the Canon to the Ordinary, will be notified that a church attendee has contracted Covid-19.

Steps to be taken upon first person reporting symptoms of COVID-19:

1. Person reporting symptoms should self-quarantine.
2. Anyone having been in exposed with this person in the past 21 days will be contacted.
3. Exposed persons will be asked to self-quarantine.
4. All exposed persons will be asked to take tests.
5. All other persons should stay home and stay safe until notified differently.

Post Exposure Recovery

In response to a report of church attendee contracting Covid-19, the following steps must be taken.

- Access to the building will be restricted for up to two weeks, as determined by the diocese.

- All door handles, chair backs and touchable surfaces will be completely cleaned and sanitized.
- A deep cleaning of the nave and entry way, such as was conducted prior to the re-opening will be conducted as well.
- All restrooms will be completely cleaned and sanitized.
- The sacristy will be completely cleaned and sanitized.
- The air purification system will be increased for 24 hours.

Reservation Procedure

St. Bede does not believe the demand for attendance will exceed the capacity of the building. However, if it should, the following reservation procedure will be followed to ensure capacity is not exceeded.

1. Reservations for a Sunday service can be made no earlier than 10 AM of the Thursday before the service and no later than 5 PM on the Friday before the service.
2. Reservations should be e-mailed or called in to the Parish Administrator.
3. Reservations should contain the Family name, number of attendees and contact information.
4. If you find you need to cancel your reservation, please do it ASAP.

A prioritization scheme will group congregants alphabetically by last name. This will be done in a way that creates equally sized groups. There are not enough people in the congregation to have more than 25% of capacity in a group. See example below.

1st Sunday

1. A-F
2. G-M
3. N-R
4. S-Z

2nd Sunday

5. G-M
6. N-R
7. S-Z
8. A-F

3rd Sunday

9. N-R
10. S-Z
11. A-F
12. G-M

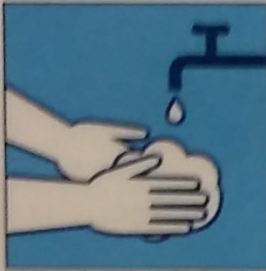
4th Sunday

13. S-Z
14. A-F
15. G-M
16. N-R

5th Sunday - First come first serve

Face Mask Do's

DO



Wash your hands with soap and water or use alcohol-based hand sanitizer before you **put on, touch, or take off** your mask.



Put the color side of the mask on the outside.



Use the ties or loops to put your mask on and take it off.



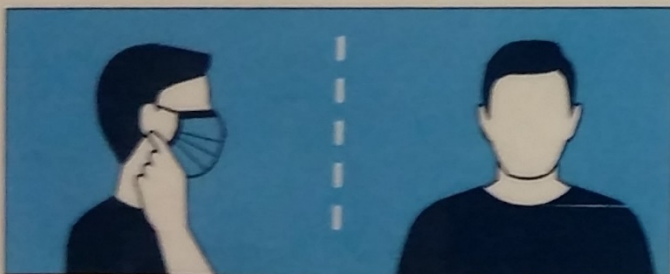
Cover your mouth, nose bridge, and chin.



Be sure the mask fits snug against your face.



Keep your hands away from your face and head while wearing the mask.



Take off the mask while you are at least 3 feet away from other people.

Face Mask Don'ts

DON'T



Touch your mask or face without first using soap and water for 20 seconds, or alcohol-based hand sanitizer until hands are dry.



Pull the front of the mask up or down to **talk, breathe, or eat**—assume the front is contaminated.



Touch the front of the mask.



Touch the front of the mask when you take it off.

Attestation and Consent Form

St. Bede Episcopal Church, Port Orchard Individual Attestation and Consent to Work/Participate

In compliance with the State of Washington's "Safe Start" plan and the Diocese of Olympia's "Guide to Gathering in Person," St. Bede, Port Orchard 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. Bede 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. Bede 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 hotspot in the past 14 days

And you consent:

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- 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. Bede, Port Orchard** from any liability in the event that you are exposed and/or become ill

Name

Phone

Email

Signature

Date

Religious and Faith-based Organizations

COVID-19 Requirements

Religious and Faith-based Organizations COVID-19 Requirements Summary of December 21, 2020, update:

- Removes the indoor and outdoor capacity limits of 200 people and makes 200 individuals the recommended maximum capacity.
- Clarifies that the December 10, 2020, restriction on singing applies only to indoor singing by congregations. Soloist performers indoors and outdoor singing by the congregation is permitted so long as every singer wears a face covering. Removes reference to “cloth” face coverings.
- Removes the requirement to control access to restrooms. With continuing reports of COVID-19 outbreaks at spiritual gatherings, the Governor still strongly encourages religious leaders and communities to conduct services remotely. Alternatively, drive-in services are permitted 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:

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

B) Hold outdoor services of unlimited capacity with a recommended maximum of 200, so long as six feet of physical distancing can be achieved between households in all directions. Face coverings are required for all participants. Outdoor services may be conducted under an outdoor structure (temporary or permanent) so long as the Outdoor Seating Requirements are followed.

C) Hold or provide in-home services inside a person’s residence with up to five total individuals (excluding organization staff). Face coverings are required for all participants. Staff are excluded from the maximum number of individuals, but any organization volunteers are included in the maximum number of permissible individuals. The services covered in these operational guidelines include all worship services, religious study classes, religious ceremonies, and religious holiday celebrations. Religious weddings and funerals are not covered under this document and must follow the guidance in this memo. Organizations are strongly encouraged to keep a log of attendees at each service or counseling session, and to retain that log for at least two weeks. If an outbreak occurs, this information may be critical to help save lives.

Safety and Health Requirements All employers (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>. Updated 12/21/2020

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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. 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. o Exceptions to this requirement for 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 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 Updated 12/21/2020 3 | Page 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 (COVID19) Resources and Paid Leave under the Washington Family Care Act and the Families First Coronavirus Response Act. All religious and faith-based organizations are required to comply with the following COVID-19 organization-specific safety practices: 1. Prior to beginning operations as described in this document, all religious and faith-based organizations are required to develop for each location (indoor and outdoor if applicable) a comprehensive COVID-19 exposure control, mitigation and recovery plan. The plan must include policies regarding the following control measures: PPE utilization; on-location physical distancing; hygiene; sanitation; symptom monitoring; incident reporting; location disinfection procedures; COVID-19 safety training; exposure response procedures and a post-exposure incident project-wide recovery plan. A copy of the plan must be available at the location for inspection by state and local authorities, but state

and local authorities do not preapprove the plan. Failure to meet planning requirements may result in sanctions, including the location being shut down. 2. COVID-19 safety information and requirements, such as CDC, DOH, OSHA posters shall be visibly posted at each location (indoor and outdoor). 3. Face Coverings and Exemptions - All employees, members, and visitors in attendance shall wear face coverings before, during, and after the service (whether indoor or outdoor). The face covering requirement does apply to individual(s) leading the service and others who speak during any live service. There are exemptions to wearing face covering, so please refer to the Department of Health's Order on Face Coverings. If the speaker needs an accommodation due to a medical exemption, then a Plexiglas 3-sided barrier may be used during the service. The barrier must be disinfected after every use. For services that are recorded or filmed without a live audience, then face coverings are not required for individuals while they are speaking. 4. There may be no direct physical contact between servers and members or visitors. Anything to be consumed may not be presented to the members or visitors in a communal container or plate. 5. Music – No choir, band, or ensemble shall perform during the service and congregation singing indoors is prohibited. Vocal or instrumental soloist musical performances are permitted with an accompanist 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. Both a soloist and the congregation are permitted to sing during outdoor services, so long as all singers wear face coverings while singing. 6. All services may provide access to restrooms. 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. Updated 12/21/2020 4 | Page 9. Clean and disinfect high-touch surfaces after each use—including personal workstations, 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 in all directions 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. Brief physical contact may be permitted among a limited number of people (up to 5 individuals) if it is a critical component to the organization's religious service so long as masks are worn and hands are sanitized immediately before and after the contact. 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 excluding organization staff. These individuals do not need to be from the same household. However, individuals must wear face coverings when individuals from outside of the household participate. All issues regarding worker safety and health are subject to enforcement action under L&I's Division of Occupational Safety and Health (DOSH). • Employers can request COVID-19 prevention advice and help from DOSH. • Employee workplace safety and health complaints may be submitted to the DOSH Call Center: (1-800- 423-7233) or via e-mail to adag235@lni.wa.gov. • General questions about how to comply with the agreement practices can be submitted to the state's Business Response Center at <https://coronavirus.wa.gov/how-you-can-help/covid-19-business-andworker-inquiries>. • All other violations related to Proclamation 20-25, et seq., can be submitted at <https://coronavirus.wa.gov/report-safe-start-violation>.