



ST. ANDREW'S PORT ANGELES AND ST. SWITHIN FORKS REOPENING PLAN

To Know Christ and Make Him Known



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Reopening Plan for St. Andrews Port Angeles and St. Swithin Forks

The below stated plans and protocol will be implemented only on the condition of the approval of the Bishop and once approved, on the approval of the Vestry that it is safe to proceed with in-person worship of any size or capacity. These best practices will also be implemented for other in-person meetings at St. Andrew and St. Swithin as the Vestry approves other gatherings.

Sunday Service

General Overview: St. Andrew's will provide two short Holy Eucharist Rite II services in order to keep the attendance small enough to meet social distancing standards. If needed a third service will be added to keep the numbers at the recommended levels. St. Swithin in Forks will hold one Holy Eucharist Rite II service at Prince of Peace Lutheran Church.

Masks will be required by all who enter the buildings to worship. There will be prelude, communion music provided, and Holy Eucharist for those who wish to partake. There will not be any congregational singing or even choir initially. The Peace will be done staying in place and using hand gestures. The offering plate will be placed for people to put offerings in when they arrive and not brought forward but held up from the back of the Sanctuary. The counters will wear gloves when counting the offerings.

The front door of the church will be held open. Greeters and ushers will be wearing masks. A greeter will be outside instructing people what to expect. Masks and hand sanitizer will be available at the door and in the Narthex and Sanctuary. Bulletins for worship will be on the seat of the pews where people will be allowed to sit. Books, paper and pencils will be removed from the pews. Ushers will be trained in moving people safely in and out of the church, seating them and bringing them to communion and back to their seats. A map with a diagram of movement will be emailed to each household prior to opening along with a welcoming document assuring congregants how we are working to make our time together safe and meaningful. Signage will be posted provided by the Diocese regarding safety and a non-touch thermometer will be made available.

Action Items Prior to Opening:

- Worship Committee appointed by the Interim Rector meets regularly to plan and organize for in-person worship as well as continued online worship. State of Washington & Diocesan Guidelines on the pandemic are reviewed regularly by committee.
- Create and implement training for all volunteers and staff
 - Updated protocol and training for Sexton on all aspects of cleaning once in person worship resumes. (See cleaning below).
 - Training of all volunteers, including Ushers, Welcoming committee, Alter Guild, and Fellowship Committee
- A deep cleaning of the Sanctuary and narthex will be done prior to reopening
- All hymnals, BCPs and paper removed from pews, stored
- Maintain a large stock of hand sanitizers and masks in order to have them readily available in multiple areas of the Sanctuary and Narthex
- Purchase HEPA filters for all heat exchangers in the building
- Alternating pews cordoned off beginning with 1st row from the front of sanctuary on right side facing altar, on left side facing altar leave pew with wheel chair access open and alternate from there
- One-way traffic pattern marked on floor for congregants for the first few services in order to become accustomed to the new routine
- People flow chart created and walkways marked to indicate building entry and exit protocols. There will be marks on the sidewalks at the entry so that those waiting to enter know where to stand.
- Additional waste baskets and tissue boxes added in Narthex and Sanctuary
- Lower windows open and fans on to increase air flow in sanctuary
- A plan for seating based on reservation for worship allowing for six plus feet in distance in all directions between people with the exception of family or same household units with worship bulletins denoting where to sit
- Create signage stating all entering the building must wear a mask, no exceptions. This will be clearly posted at the front door and in the Narthex.
- COVID signage posted in office and at church entry (inside and outside). Use signage from CDC and Washington DOH
- Create a brief online registration form with link on home page. Form from Diocese's website called "COVID-19 Event Disclosure and Screening Form" will be included in. This will be used for contact tracing when needed. Diocese's form also contains symptoms for self-screening and informs people that those with a temperature above 100.4 may not attend. The online registration form or the site will strongly encourage attendees to take their temperature before attending.
- Registration will clearly denote how many people in each party will attend
- Set up a phone/email alternative for registration for those unable to use online registration
- Purchase a supply of face masks to be made available for those who forget
- Create weekly message in newsletter regarding reopening process and the changes that will occur

- Determine date to start in-person indoor service, notify parishioners of approved protocols
- Mark pews for seating with painters' tape. Every other pew open for seating and six-foot distance in all directions between each person/cell group.

Opening:

- Sanctuary capacity for St. Andrews is 200 (25% = 50) Based on safe guidelines of six-foot distancing----capacity at 24 pews with every other one corded off, 25-30 would be the safe maximum.
- Sanctuary capacity for St. Swithin is 100 (25%= 25) Based on safe guidelines of six-foot distancing----max capacity at 18 pews with every other one corded off, 20 would be the safe maximum.
- Outdoor capacity is 100 persons as determined by CDC
- We will continue to offer online services
- Only single use bulletins will be available, no prayer books
- Waste receptacles for recycling the paper will be placed around exit area
- Bulletin will contain all current information regarding the execution of the service
- Face masks will be required, no exceptions.
- Gloves will be available for Altar Guild or others supporting the service
- Visual cues for 6 feet distances will be marked on floors and the pews.
- Collection plates will be set up at back of sanctuary. No passing of the collection plate will occur during service nor will it be brought forward.
- Greeter or other assistants will be stationed inside sanctuary to remind persons of safety protocols
- To maintain one-way traffic, one greeter will be assigned to the In-door (Narthex); at end of service one greeter will be assigned to the designated exit
- All who enter will sign in. A clean pen/pencil for each person will be provided.
- St. Andrew's will have two services and a third one if needed to allow all opportunity to attend. This will allow for safe practice of COVID protocols, especially distancing and cleaning of all spaces that were occupied between services.
- St. Swithin will have one service at 5:00 pm on Sunday and cleaning will occur before the next service.
- Communion will resume with specific diocesan protocols (see below)
- Congregants, organized by the ushers, will come up center aisle single file, spaced appropriately, and return by outside aisles.
- Hand sanitizer may be available at end of each pew.
- Fellowship following service will be outside, weather permitting.
- Parishioners will be reminded to continue wearing masks and socially distance both indoors and outdoors after service
- Close off areas of the church not associated with the service such as fellowship halls and kitchens

- Only two bathrooms open with signage allowing one person at a time. Protocols for use of the bathrooms, including sanitizing after use, will be posted inside (including location of disinfecting wipes). Floor outside bathrooms should be marked with 6 ft. markings so people waiting know where to stand.
- Notice that parishioners may bring their own prayer book for personal use only
- Notice that no childcare will be available

Monitoring:

- All clergy and staff will be screened for elevated temperatures prior to every in-person service
- 2 touchless thermometers purchased to provide voluntary temperature checks for all visitors and any interested congregants
- A list of names of attendees will be compiled from registration process for each service
- Potential exposure instructions posted in the church office
- The Interim Rector and the Vestry will review local COVID 19 outbreaks weekly to determine if it is safe to continue with in-person services.
- All attendees will be required to complete and submit the Event Disclosure and Screening form. The form will be kept in a safe location for 14 days.

Addendums:

- Safety Training protocol for Ushers, Greeters, and all who lead worship services
- Eucharist distribution document from Bishop's office
- Baptism protocol from Bishop's office
- COVID-19 Release Form for Services and Events
- Cleaning Protocols

St. Andrew's and St. Swithin
Cleaning Protocol

After each service clean and disinfect frequently touched surfaces and objects:

- Door handles and knobs
- Alter railings and pews
- Complete clean of bathrooms that are open
- Vacuum and/or dust floors
- Light switches
- Desks
- Chairs
- Garbage receptacles
- Electronics that are shared

***In all areas of the church, Clorox or other disinfecting wipes are placed for easy access for cleaning after a person has visited the church.

St. Andrews and St. Swithin
Safety Training
Clergy, Staff, and Worship Leaders

All those participating in leading the worship service or otherwise serving at the service will have his or her temperature taken before beginning to serve. Each will have COVID symptom monitoring information. A log will be kept of all in attendance for each gathering. This will be shredded after a period of 2 weeks. The Event Disclosure and Screening forms will also be kept.

As people arrive:

Masks are required. A supply is available for those who forget. No admittance to the service without one. (except for children under 2 years old)

Hand sanitizer is available on the entry table and throughout the church, along with trash cans.

No-touch thermometers are available, if anyone would like a temperature check. Temperature should be taken unless they took theirs at home.

Ushers and Greeters will reinforce the minimum six-foot distance protocol between people not in a family group.

Bulletins are placed ahead of time in the pews.

All entering must complete and submit the COVID Event Disclosure and Screening Form.

During the service:

Traffic will flow one way, as much as possible.

Six-Foot distance will be guided by ushers

Visual cues to assist in social distancing will be on walkway and pews.

The collection plate will be set up at the back of the sanctuary.

Restrooms will be limited to one person at a time with floor markings at 6 ft for line-ups outside restrooms.

After:

Exits will be marked in order to maintain a one-way flow of traffic.

Protocol for cleaning between services will be followed.

I have read the above, have had my questions answered, and will endeavor to enforce the protective guidelines.

Name _____ Date _____

Protocols and Guidelines for the distribution of Eucharist through Phase III.

- 1. Proper precautions and all PPE and distancing guidelines should be followed by all in the chain of work. Altar Guild, and all in the chain need to carefully sanitize all surfaces, wash and sanitize hands, wear masks, etc. All linens, including the pall should be cleaned thoroughly after each use and certainly before each use.*
- 2. Everyone in the service, and in the altar party, should always wear masks. Only the one speaking at any time may remove their mask.*
- 3. The Presider alone will set the table. Try to keep all other hands out of this, including any altar assistants. This includes bringing items from the creedance 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.*

Protocol for administering baptism through Phase III

- 1. For baptism, only one Presider is allowed for all manual acts, blessing the water, baptizing, anointing, etc.*
- 2. Water should not be put into the font until the actual blessing of the water.*
- 3. Only the Presider may touch the water.*
- 4. Presider will vigorously wash their hands and sanitize before the Blessing of the Water, and will repeat this action before and after each baptism.*
- 5. If aspersions are planned for the congregation, that water should be extracted from the font, in a dedicated bowl, by the Presider, before any baptisms take place and set aside for use for this.*
- 6. If there are multiple baptisms, you have several options when baptizing. You may take water in your hands and move away from over the font, and pour the water over the 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.*

COVID-19 EVENT DISCLOSURE AND SCREENING FORM

Church/Organization: _____
Event/Activity: _____
Date of Event: _____
Name of Participant: _____
Phone Number: _____
Email Address: _____

Considering recent events, the health and wellbeing of our community is our paramount concern. Therefore, all participants at the above event are required to sign one of these forms and agree to voluntarily assume any risk of physically participating at this event.

Before attending, you agree that:

1. I understand my attendance and participation in the above event can pose a risk of COVID-19 or other contagious or infectious diseases to me, and if I am a high-risk person, as defined by the CDC, I should stay home and avoid participation;
2. If I have been recently exposed to COVID-19, I understand that I may pose a risk to others;
3. I agree that none of the following applies to me:
 - a. To my knowledge, I have not been in close or proximate contact with anyone who has had symptoms of COVID-19 in the past 14 days.
 - b. I have not tested positive for COVID-19 in the last 14 days.
 - c. I have not experienced symptoms of COVID-19 in the past 14 days, including but not limited to fever, fatigue, difficulty breathing, or dry cough.
4. If there is an outbreak, my information may be shared with Public Health officials to engage in an approved contact tracing program. I understand that my information will be saved, and my information may be released to such Public Health Officials in the event it is needed for such a program.
5. I agree to follow all social distancing protocols in place at this event or activity and agree to wear a face mask while attending this event.

Your participating in person at this event is conditioned upon your acceptance and agreement to the above. Thank you for helping us keep our community safe and healthy, we are all in this together!

Signature: _____ Date: _____

