Holy Family of Jesus Episcopal Church (Holy Family)

1427 East 40th Street

Tacoma, WA 98404

The Episcopal Diocese of Olympia (Diocese)

1551 10th AVE East

Seattle, WA 98102

Re: Holy Family of Jesus Phase 3 COVID-19 Opening Plan

Dear Diocese,

This letter serves as Holy Family’s plan to reopen during Phase 3 as permitted under the Washington State’s and Governor Inslee’s “Religious and Faith-based Organizations COVID-19 Requirements” <https://files.constantcontact.com/bc60d568001/570a5df0-a02b-469e-97a5-2934ba6800cd.pdf>; or Diocese’s resources website: <https://ecww.org/covid-19-requirements-recommendations-and-resources/>. The Bishop’s Committee has agreed to reopen when Pierce County is allowed to open in Phase 3 and the guidelines for religious organizations. The Holy Family church welcomes the Diocese’s feedback on its reopening plan.

**Prior to Attendees Arrivals** – church will call and/or text and announce prior to service to attendees the following:

* that masks are required, maintain at least six feet of social distance in all directions when possible at all times;
* please do not attend if have flu-like symptoms such as cough, cold or running noise, loss of taste and/or fever; and
* do not attend if have COVID-19 within last 14 days or taking care of someone with COVID-19, have travelled internationally in the past 14 days or have participated in gatherings that do not observe these guidelines
	+ church allows guests to attend only after 14 days after complete recovery with doctor’s note stating guests or caring of sick person have recovered, 14 days after conclusion of international travel or participation in above-described gatherings and test results show negative.

**Upon Arrival** – church member will ask and check the attendees for the following:

* Masks are worn; if not available, church will supply.
* Do you have any flu-like symptoms?
* Have you had COVID-19 or taken care of someone with COVID-19, travelled internationally or attended gatherings that do not observe these guidelines in the last 14 days?
* Test temperature using touchless thermometer to confirm temperature is under 100.4 degree Fahrenheit
* Provide attendees hand sanitizer.
* Attendees must abide to these requirements before allowed to enter building.
* Post markings before the entrance, in the building hall, and around the entry table showing people/attendees where to stand so that they will remain socially distanced.

Optional/Voluntarily:

* Church will ask attendees if they can provide their name and phone number per household
	+ If an attendee developed COVID-19, church can inform attendee that he/she may be exposed to COVID-19 or if he/she has COVID-19, church can inform other attendees;
	+ Church will keep each list for 14 days and destroy list thereafter;
	+ This list is voluntary for the attendees.

**During Worship Service**

* There will be no visiting, standing around or waiting in the entrance or waiting area of the church.
	+ Our church attendees usually mingle in the entrance area for conversations with each other before and after service.
* One Entrance door sign and One Exit door sign placed at sanctuary entrance.
* Arrows placed on floor directing attendees the direction to proceed.
* Household can be seated with each other but will be placed at least six feet apart, left to right, of another household.
* There will be no seating in row in front of or behind each household, church will mark the seating row closed.
* Hand sanitizer, tissues, trash bin will be placed at their locations with signs.
	+ When attendees sneeze or cough, church encourages attendees’ hand sanitized self or wash hands before touching anything else.
* **There will be no choir singing**
	+ Church may have solo singer, since their location is more than fifteen feet apart from any other attendee and no one enters that location besides singer, and music is provided through stereo. Singer must be masked if less than 15 feet distance.
	+ Microphones will be wiped with alcohol spray after use.
* **Church will not hold any Communion**
* Speakers and Translators will be at their respective locations and six feet apart, if these speakers decide not to wear face coverings, church will place their locations at least 15 feet apart.
	+ None of these speakers will enter each other locations within a six feet with face coverings/ 15 feet without face coverings radius during the entire time church is in service or opened.
	+ Church will encourage speakers to wear face coverings at all times, even when speaking if they’re able to. They must wear masks when not speaking.
	+ Microphones will be wiped before and after each person’s usage.
* **Church will not have Sunday school**

**Church Signs, Restrooms and Cleanings**

* Extra face coverings, Department of Health (DOH), and Centers for Disease Control and Prevention (CDC) safety information and requirement signs will be placed at church door entrance (inside and outside) and throughout church building.
* Church will announce that only one person may enter each restroom.
	+ Church will leave disinfectant wipes or cleaners in restroom and encourage each person to wipe down areas where they have touched, including door and toilet knobs, and faucets. Post these protocols inside and outside of restroom. Also, place markings on the floor outside so that attendees know where to stand when waiting in order to stay socially distanced.
	+ Church will place hand washing instruction sign provided by DOH.
* Church and restrooms will be cleaned and disinfected after each service, paying close attention to door knobs and handrails.

**Reporting expected COVID-19 case**

* If church discovers COVID-19 case from church attendees, church will contact at least one person of a household in attendance; inform them of the potential COVID-19 exposure; encourage them to get tested; and inform them to monitor their symptoms and to contact their medical provider. The church will contact the local health department and report to them the discovery of/possible COVID-19 exposure.
* The name and other personal information of the attendee with COVID-19 will not be made known to others.
* Other mitigation measures to be taken:
	+ After each service or after an expected COVID-19 case, the entire church including the worship area or any space where any person(s) could enter will be cleaned;
	+ Cleaning includes disinfectant spray into the air or doors open for outside air to enter for at least thirty minutes;
	+ Hard or vinyl flooring in worship area and restrooms will be wiped and mopped with disinfectant soap;
	+ Carpet floor will be sprayed with disinfectant and vacuumed;
	+ Fabric-made chair and seating will be sprayed with disinfectant, and hard or smooth surfaces wiped down with disinfectant.