



# CONNECT, SERVE & CELEBRATE

*in God • in Community • in Nature*

## St. Anne's Episcopal Church Reopening Plan

03/14/21

As Reviewed & Amended by Diocese of Olympia Chancellor's Office

### **Washington State Requirements:**

(Washington State Covid-19 Exposure control, mitigation and recovery plan)

1. Develop a comprehensive Covid-19 plan. **Any changes must be reviewed and approved by the Diocese of Olympia Chancellor's Office.**
2. Covid-19 safety information shall be visibly posted at indoor and outdoor locations.
3. Authorized Access to the indoor location should be through the front door. Other access points should be kept closed.
  - a. St. Anne's primary access point is through the back door adjacent to the parking lot. When there are indoor events this door is kept locked for access control purposes.
4. All employees, members and visitors will wear face coverings before, during and after services or events indoors and outdoors. No person will be allowed to attend without wearing a face covering at all times.
5. There will be no direct physical contact between servers and members or visitors. Anything consumed may not be presented in a communal container or plate.
6. Choir(s) will not perform during a service. Singing is permitted but face coverings must be worn and stay in place for the duration of any service.
7. At Offertory, plates/baskets will not be passed. A container for offerings will be placed at the back of the nave.
8. All services may provide access to restrooms provided that access is controlled and limited to two people at a time. Individuals waiting must maintain a six foot distance.
9. Soap and running water shall be abundantly provided at locations for frequent handwashing. All persons are encouraged to wash their hands frequently. Hands must be washed before and after eating, after coughing, sneezing or blowing their nose. Alcohol hand sanitizers containing isopropel alcohol above 60% should be provided (but not as a substitute for soap and water).
10. Disinfectants must be available to members, employees and visitors. Cleaning supplies must be frequently replenished.

11. Clean and disinfect high-touch surfaces after each use. Use hot soapy water followed by disinfectants. High touch surfaces include:
  - a. Personal work stations
  - b. Light switches
  - c. Mirrors
  - d. Arm rests & Headrests
  - e. Pews & Chairs
  - f. Doorknobs
  - g. Handrails
  - h. Restrooms
12. St. Anne's must ensure that their participants adhere to 6 feet of physical distance and if not possible, physical barriers must be installed.
13. St. Anne's must adhere to 6 feet of physical distance between people in the congregation during services. Members of the same household may be seated together. Markings must be placed on the floor with a 6 ft. radius to guide members and visitors. Pews/chairs will be marked where attendees sit to be distanced.
14. Books, papers and pencils will be removed from the worship space.
15. Ionizing air purifiers were purchased to improve the air ventilation system. These units remove dust and pollen, and will also trap and destroy bacteria and viruses, including Covid-19. Portable units are located around the building; in Godly Play, in Hubbard Hall, and in the south end of the Parish Hall. A larger unit has been installed in the sanctuary furnace to clean the air during indoor services.
16. Ensure tissues and trash cans are placed throughout the location.
17. Everyone must self-screen for signs and symptoms of Covid-19 BEFORE arriving at the location. This includes all people entering the building or attending services.
  - a. Take your temperature. Anyone with a temperature of 100.4 degrees F or greater may not attend the service.
  - b. Anyone who has a household member who has been diagnosed with Covid-19, or has symptoms of Covid-19 or a temperature of 100.4 degrees F or greater may not attend the service.
18. For in-home services, religious and faith based organizations may convene up to 5 individuals. If there are individuals from outside the household, all must wear masks.

If there is a difference between indoor and outdoor requirements, the difference will be noted in each section.

**PPE (Personal Protective Equipment)**

To participate in any activity at St. Anne's Episcopal Church in Washougal Washington face coverings must be worn, and worn correctly. Face coverings need to cover the nose and mouth. Acceptable face coverings are scarves, cloth masks, and disposable medical masks. Children under 2 should not wear masks. Children 5 and older must wear masks.

### **Physical Distancing**

A physical distance of 6 feet or more must be maintained at all times. People who share a household may sit closer than 6 feet, but must maintain a distance of 6 feet or more with others. A sign will be posted at the entrance for people to maintain a distance of 6 feet or more if they are waiting outside to enter the sanctuary.

### **Hygiene**

Hand sanitizer, tissues, access to handwashing stations will be provided. For outdoor events 1 or 2 people may enter the building at a time to wash hands in the handwashing sink in the kitchen, or the sink in the first floor accessible bathroom. You must wash your hands in soap and water upon or before entry (or use hand sanitizer), before and after you eat, after using the bathroom, after sneezing, after coughing or blowing your nose.

### **Sanitation**

All equipment, chairs, tables, etc. will be disinfected before each event and after each event when put away or returned to the original location. (This applies to indoor and outdoor events).

The accessible restroom will be cleaned after each use. This includes all surfaces; shower, sink, urinal, toilet, diaper changing table, towel holder, chair and soap container.

When the laundry facility is used all handles and machine surfaces will be cleaned.

When the kitchen is used only one household will be allowed in the kitchen at a time. After each use all surfaces will be cleaned before the next use and at the end of the event.

At the end of any indoor gathering, the door knobs, handrails, any frequently touched surface (see # 11 list above) will be cleaned as the last person exits and locks the building.

### **Symptom Monitoring**

Everyone attending an event will be asked to self-monitor before the event.

According to the CDC these are the Covid-19 symptoms:

Most common symptoms include:

- Fever (100.4 degrees F or above)
- Dry cough
- Tiredness

Less common symptoms include:

- Aches and pains
- Sore throat
- Diarrhea
- Conjunctivitis
- Headache
- Loss of taste or smell
- Rash on skin or discoloration on fingers or toes

Serious symptoms:

- Difficulty breathing or shortness of breath
- Chest pain or pressure
- Loss of speech or movement

Seek immediate medical attention if you have serious symptoms. Always call before visiting your doctor or health facility.

If you have ANY of these symptoms do not attend any events at St. Anne's Episcopal Church in Washougal WA.

All people attending events at St. Anne's will have their temperatures taken with a no-touch thermometer and will sign a screening, consent and waiver of liability releasing St. Anne's and the Diocese of Olympia from liability. The waiver will also serve as your testament of no known exposure to an infected person and that you have none of the Covid-19 symptoms as described by the CDC. The signed waiver forms will be kept by St. Anne's for contact tracing. Forms will be kept for 21 days in a secure location.

### **Location Disinfecting Procedures**

The church will provide prepared disinfecting spray and wipes. All commonly touched surfaces will be cleaned with soap and water followed by either a disinfecting spray or wipe. Disinfecting sprays and wipes may be commercially available products or a "homemade" bleach and water solution. (Be sure to use the following table to assure the proper proportion of bleach and water).

Liquid Bleach Type	Amount of Bleach	Amount of Cool Tap Water
2% Sodium Hypochlorite	3 tsps	1 cup
3%	2 tsps	1 cup
4%	1 ½ tsps	1 cup
5%	1 ¼ tsps	1 cup
6-7%	1 tsp	1 cup
8-10%	¾ tsp	1 cup

To make a quart of disinfectant using a 6% bleach you would add 4 tsps of bleach to a quart of water (1 quart = 4 cups)

### **Covid-19 Safety Training**

All volunteers and staff will:

Read this document to learn the Covid-19 policies and procedures for St. Anne's.

Become familiar with Covid-19 symptoms

Follow all physical distancing guidelines.

Wear a mask

Disinfect any area you use. This means if you are alone at the church you are responsible for following all the sanitation and hygiene rules in this document.

Report any concerns or incidents to the single-point-of-contact (SPOC) Mother Kathleen Patton. Mother Kathleen Patton will report any incidents to the proper authorities in the Diocese and to the proper government agencies for the City/County/State (Washougal/Clark/Washington).

### **Exposure Response Procedures**

If a person attending an event at St. Anne's becomes ill, tests positive for Covid-19, discovers they were exposed to someone diagnosed with Covid-19, or are exposed to someone that later has Covid-19 symptoms, they will immediately contact St. Anne's to report the incident.

Allowable methods of contact are:

Calling the Church and leaving a message with your name, contact information, and as much detail about the incident as you can.

Sending an email that includes your name, contact information, and as much detail about the incident as you can.

The SPOC will assure the list of those who attended the event(s) will be forwarded to the appropriate agencies for contact tracing and remediation.

### **Post Exposure project wide recovery plan**

The building will be closed until a work team can clean all surfaces and areas. Every exposed surface will be thoroughly clean and disinfected. If the exposure occurred in the building the windows will be opened to allow for fresh air to move and dilute any possible virus in the air. All surfaces include; tables, chairs/pews, counter tops, cabinets, handrails, doorknobs, etc. The areas that are in use now have electric baseboard heat. If we use areas of the church that are heated or cooled with forced air, we will need to analyze how to remediate these areas.