

REGATHERING AND COVID-19 MITIGATION PLAN

ST. JOHN'S EPISCOPAL CHURCH, KIRKLAND, WASHINGTON

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Introduction

In compliance with directives issued from the Diocese of Olympia, a Task Force from St. John's Episcopal Church, Kirkland, WA (SJK) has prepared a document detailing steps we intend to take in preparation for a limited re-gathering of the St. John's congregation and a limited re-opening of the church building. We acknowledge that in-person worship is a vital component of our continued life in Christ, but the health and safety of our St. John's family has been the driving force in our decisions and planning. We will continue to adjust our procedures according to the 4-Phase approach to reopening as outlines on the "State of Washington's Phased Approach; Modifying Physical Distancing Measures" and "The Diocese of Olympia Phased Approach; Reopening Churches and Modifying Physical Distancing and Sacraments". (Appendix A, B).

Members of the Task Force on Re-Gathering represent most of the ministries of SJK, and were selected for their knowledge of our traditions and practices (Appendix C). Our purpose was to examine these practices and ensure that we conform to current guidelines of safety regarding COVID-19. We used as reference information from the Diocese, the State, and the Centers for Disease Control (CDC). The following document refers to actions prior to and during reopening when in Phase 3 of the State and Diocesan Guidelines to Reopening. Phase 4 will see rollback of many of the restrictions detailed herein.

Continuation of Worship Services at SJK

We began streaming our worship services on March 25, 2020. We offer a Sunday 9 AM Eucharist, as well as Morning and Evening Prayer on Monday, Tuesday, Thursday, and Friday. A Noon service and Compline are offered on Wednesday. These frequent streamed offerings have been instrumental in maintaining our sense of community and family at St. John's. We offer a chance for individuals to participate in person at Eucharist by being lectors or members of the altar guild, while maintaining the number of individuals present at 10 or fewer. We use appropriate personal protective devices (PPP) and social distancing procedures at all times. The weekday online prayer services are led by lay persons, with everyone having a chance to read and pray together. Our Children's Ministry Director has an active Children's Online Content link on the SJK website, with Godly Play stories and other activities for our young ones. We plan to continue the frequent streamed worship services into the foreseeable future, as it enables us to reach parishioners who cannot attend in person.

Resumption of In-Person Worship at SJK

Before resumption of in-person worship, all ministers (ushers, altar guild members, readers, and clergy) will be thoroughly trained in their required roles, including personal safety.

Gradual resumption of in-person worship at SJK may begin after the Governor declares King County to be in Phase 3 of the State of Washington's Phased Approach to Reopening. This phased-in approach will begin with a trial period of approximately 6 weeks, during which time we will offer a single Sunday morning Holy Eucharist which will be limited to 36 members of the parish (Appendix D), excluding ministers (clergy, two on-duty altar guild members, two readers and an intercessor) and ushers. Children may attend with their parents or grandparents and will be included in the 36 attendees.

Attendee reservations during the trial period will be taken using the Eventbrite platform alongside a phone in reservation option that will be coordinated by the Church Administrator. After the trial period, a small number of seats will be reserved for non-member neighbors and relatives who wish to register to attend worship.

An intake station will be situated just inside the narthex main doors. An usher will be stationed at the door on the labyrinth side to guide people to the appropriate entrance. Intake personnel will be masked, gloved, and will wear face shields. Worshipers who have reservations must be ready to produce either an online reservation or ID as they enter. Masks must be worn and a distance of 6 feet in all directions must remain between all unrelated individuals. A health/tracking form must be completed and a temperature check will be made. Hand sanitizer stations will be available and must be used before entering the sanctuary.

Upon entering the narthex after intake, parishioners will be guided to a preassigned seats. Worship bulletins for the service, tissues, hand sanitizer, and a plastic bag for tissue disposal will be placed at every seating area. Once in their assigned seats, worshippers are expected to remain in place throughout the service, except when moving forward to the communion table. Offering of the Peace will be done at a distance.

Ushers will also be standing by to monitor restroom use. Restrooms will be available for use by one person at a time, if needed. Protocols for restroom use will be posted inside the restroom. Paper towels, soap, disinfecting wipes will be readily available.

At the Celebration of Holy Eucharist

Appendix E contains the procedures for the preparation of the communion elements, communion vessels, linens, and the hard surfaces of the credence tables and Altar prior to the celebration of Holy Eucharist. It also contains the clean-up and sanitation protocols following these celebrations. During Phase III, St. John's will follow the guidelines outlined in "Protocols and Guidelines for the distribution of Eucharist through Phase III" (Appendix F), as updated by the Bishop.

We plan to use bread that has been consecrated on the previous Sunday, which will be placed by the Altar Guild into individual disposable containers. These will be placed on a table in front of the altar rail so that when parishioners come forward for Communion they may take one to consume at their seats. Singing of hymns during in-person worship and offerings of in-person Godly play and child-care will not resume until we reach Phase IV.

A basket for pledges and free-will offerings will be placed at the rear of the sanctuary, and will be brought forward to the chancel rail by the ushers during the Offertory. Offerings will be blessed by the priest, who will be standing behind the altar, and placed in the front left pew to be collected after the service. Online offerings will be encouraged.

At the conclusion of the service, worshipers will be directed to take their bulletins and waste bags with them for disposal at home. Any items remaining will be collected and held for safe disposal. Dismissal will be done with ushers moving from the back to the front if ushered out through the narthex, or front to back if ushered out into the courtyard. Worshipers are expected to exit immediately and leave the St. John's campus and parking lot. There may be no socializing inside St. John's or immediately outside the church building.

After each worship service, a worship committee of the Task Force will conduct a review of each service to determine the plan's practices that promote safe worship and identify and amend the practices that fall short of our commitment to offer a reasonably safe worship experience. We will continue to offer live streaming of each worship offering. A review of the saved footage of these videos will be an essential tool for the committee's work.

Personal Responsibility

We believe that an understanding of the individual's role in the transmission of COVID-19 is vital to the safety of us all. Therefore we will make available the "COVID-19 Mitigation, Attestation and Consent" form (Appendix G) by email and postal service to members of SJK, on our website, and on posters in the church. This form details symptoms, cooperative mitigation policies, and consent to abide by those policies in order to work, visit or worship at St. John's. Congregants, staff, and volunteers will be treated with respect as we work to insure everyone's safety. To that end, masks will be required of all individuals over the age of two who wish to attend services. For those who cannot wear masks because of health issues, we will continue to offer streamed worship services every Sunday, and will invite them to attend the online services until such time as mask restrictions are lifted. Parents who wish to bring young children to worship will be expected to keep the children with them in their pews. Intake stations at the church entrance will ask for health and tracking information; temperatures will be taken, and masks offered to anyone coming without one. Health and tracking forms will be available online and may be brought already filled out (Appendix H). Hand sanitizing will be required before entering the sanctuary. If anyone refuses to adhere to the safety regulations once they are inside the sanctuary, the service will stop at once and everyone will be asked to leave the church and the premises.

Preparation of the Church Building

1) Facility Deep Clean: The initial step required by the Diocese is a deep cleaning and sanitizing of the physical premises. Open Works was engaged for a thorough cleaning and disinfecting of the carpeted areas. The service personnel have been trained in the guidelines of the CDC, and used products approved by the CDC and the Environmental Protection Agency (EPA). All surfaces, including floors, walls, sills, rails, pews, counters, and bathroom fixtures, have been thoroughly cleaned and sanitized by trained workers and volunteers. All prayer books, hymnals, bibles, and other paper materials were removed prior to the deep cleaning and will be stored until Phase 4 of the Diocesan plan for reopening.

2) Physical Distancing Measures: There will be a single point of entry into the facility which will be monitored by trained volunteers to ensure social distancing. The sanctuary is to be clearly marked with tape, ropes and/or signs to indicate available seating with 6' distance between individuals not from the same household. A waiting area either in the courtyard or Marsh Hall (depending on weather) will be equipped with distancing markers, and an usher will be on hand to guide parishioners and to insure distancing. After the service ends, worshipers will remain seated until the postlude is ended, and wait until the ushers come to escort them out of the sanctuary. Congregants are expected to return directly to their cars, or to leave the premises on foot, without socializing in the narthex or parking lot. Marsh Hall is closed until Phase 4.

3) Signage: Signs and placards with instructions for proper social distancing, use of PPP, and hygiene will be prominently displayed throughout and outside the building at appropriate points, including restrooms and entrances. Signs are available and have been procured from the State of Washington website.

4) Ongoing Cleaning and Sanitizing of Facility: Trained workers and volunteers will continue to clean and sanitize the sanctuary, narthex, restrooms, and Preschool areas on a regular schedule and after every use. The pews, altar, narthex surfaces and restrooms will be cleaned prior to every service with an CDC/EPA approved sanitizer. The Altar Guild will be responsible for preparing the altar area in a safe and sanitary manner, as well as clean-up and sanitizing the altar area, railing, and pews after the service is ended (Appendix D).

5) Cleaning and Mitigation after COVID-19 Exposure in SJK. If a known COVID-19 exposure occurs, a designated representative of SJK will contact the State of Washington and King County Department of Health. Contact tracing information will be used to inform those persons who might have come into contact with the COVID-19 positive individual. Confidentiality will be maintained. A thorough cleaning of the site of contamination will be done according to CDC protocol (Appendix I) after a 24 hour waiting period).

Other Gatherings at SJK

Funerals, Weddings, and Baptisms

Additional services at SJK, including weddings, baptisms, and funerals, may continue to be performed under restrictions required by the State of Washington and the Diocese of Olympia. The COVID-19 Protocol for Funerals is set out in Appendix J. Weddings will be subject to the same restrictions. The diocesan instruction for baptism is in Appendix K.

SJK Preschool Reopening:

The Preschool had a “soft” opening on October 6, 2020 for the older children. A full reopening is planned for January 2021. The “Plan for COVID 19 Exposure Control, Mitigation, and Recovery Plan for St John’s Preschool, Kirkland, WA” is included with this report (Appendix L).

Small Groups:

Small Groups, including Bible Study, Book Club, and Morning and Evening Prayer, will meet via Zoom until restrictions for gathering are lifted.

Community Outreach:

Community Dinners are on hiatus until Phase 4. We will amend this document during Phase 3 as we continue to plan resumption of the community meal program.

Communications:

This document, including Appendices, will be made available on the St. John’s website, or by USPS upon request, for everyone in the Parish. Notices will be sent electronically and by USPS as we decide upon specific dates for resuming in-person worship. At that time we will review actions by the church, personal responsibility and expectations, and offer an electronic walkthrough of our planned regathering.

APPENDICES

Appendix A


WASHINGTON'S PHASED APPROACH

Reopening Business and Modifying Physical Distancing Measures

	<div>1</div> Phase 1	<div>2</div> Phase 2	<div>3</div> Phase 3	<div>4</div> Phase 4
High-Risk Populations*	Continue to Stay Home, Stay Healthy	Continue to Stay Home, Stay Healthy	Continue to Stay Home, Stay Healthy	Resume public interactions, with physical distancing
Recreation	Some outdoor recreation (hunting, fishing, golf, boating, hiking)	All outdoor recreation involving fewer than 5 people outside your household (camping, beaches, etc.)	<ul style="list-style-type: none"> Outdoor group rec. sports activities (5-50 people) Recreational facilities at <50% capacity (public pools, etc.) 	Resume all recreational activity
Gatherings (social, spiritual)	<ul style="list-style-type: none"> None Drive in spiritual service with one household per vehicle 	Gather with no more than 5 people outside your household per week	Allow gatherings with no more than 50 people	Allow gatherings with >50 people
Travel	Only essential travel	Limited non-essential travel within proximity of your home	Resume non-essential travel	Continue non-essential travel
Business/Employers	<ul style="list-style-type: none"> Essential businesses open Existing construction that meet agreed upon criteria Landscaping Automobile sales Retail (curb-side pick-up orders only) Car washes Pet walkers 	<ul style="list-style-type: none"> Remaining manufacturing New construction In-home/domestic services (nannies, housecleaning, etc.) Retail (in-store purchases allowed with restrictions) Real estate Professional services/office-based businesses (telework remains strongly encouraged) Hair and nail salons/Barbers Housecleaning Restaurants <50% capacity table size no larger than 5 	<ul style="list-style-type: none"> Restaurants <75% capacity/ table size no larger than 10 Bars at <25% capacity Indoor gyms at <50% capacity Movie theaters at <50% capacity Government (telework remains strongly encouraged) Libraries Museums All other business activities not yet listed except for nightclubs and events with greater than 50 people 	<ul style="list-style-type: none"> Nightclubs Concert venues Large sporting events Resume unrestricted staffing of worksites, but continue to practice physical distancing and good hygiene

* High-risk populations are currently defined by CDC as: persons 65 years of age and older; people of all ages with underlying medical conditions (particularly not well controlled) including people with chronic lung disease or moderate to severe asthma, people who have serious heart conditions, people who are immunocompromised, people with severe obesity, people with diabetes, people with chronic kidney disease undergoing dialysis, and people with liver disease; people who live in a nursing home or long-term care facility.

Appendix B

 THE DIOCESE OF OLYMPIA PHASED APPROACH Reopening Church and Modifying Physical Distancing and Sacraments ecww.org				
	1 Phase 1	2 Phase 2	3 Phase 3	4 Phase 4
Eucharist	NO	NO	YES, NO Common Cup	YES, with Common Cup
Virtual Services	YES, 10 or Less People	YES, 10 or Less People	Continue for Those That Cannot Physically Attend	Consider Continuing
Funerals/ Weddings	NO	YES, 10 or Less People, Follow Specific Guidelines	YES, No More Than 50 People	Unrestricted
Meetings	ONLINE	5 People or Less or ONLINE	50 People or Less	Unrestricted
Diocesan and Group Events	ONLY ONLINE	ONLY ONLINE	50 People or Less	Unrestricted
Church Buildings	CLOSED	CLOSED	OPEN for 50 or Less and Under Guidelines	Unrestricted
Childcare, Sunday School, Youth Activities	NONE	NONE	50 People or Less	Unrestricted

Appendix C Members of the SJK Task Force on Re-Gathering:

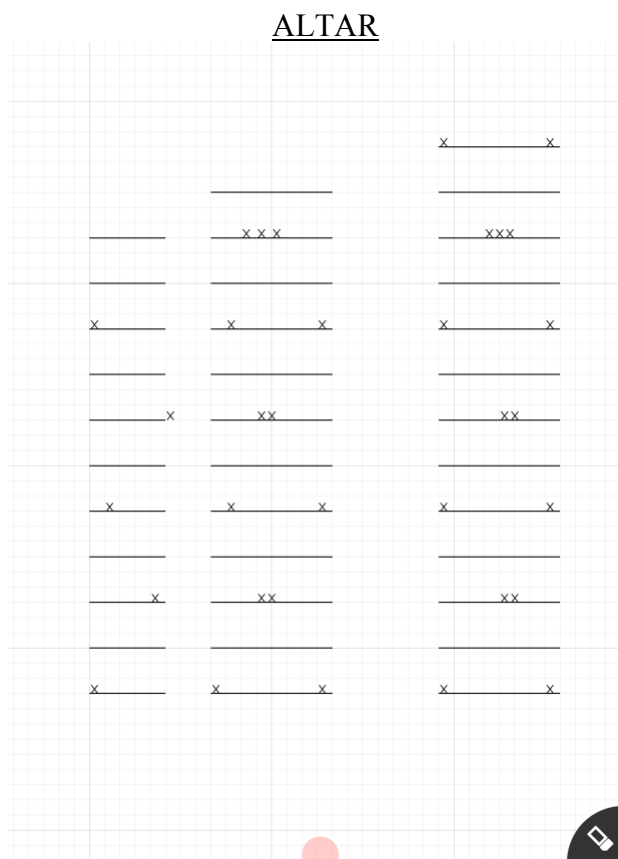
NAME	MINISTRY
Karen Sjöström, Chair	Vestry; Junior Warden
Debbie Baxter	Flower Guild; Community Dinner
Chris Berger	Altar Guild; LEM
Marcia Crewdson	Parish Administrator
Missy Couch	Deacon
Jenn DeShaw	Children's Ministries
Joe Kattenhorn	Usher
Debi Laughlin	Choir
Connie Lightbody	Vestry; Sr, Warden; Adult Formation
Alesia Portugal	Preschool Director
Marilyn Robinson	Altar Guild
Rod Robinson	Usher
Fr. Michael Ryan	Rector
Sheila Stanton	Community Dinner
Dennis Welsh	Maintenance Guild

Appendix D

Seating Guidelines

Safe Seating Guidelines During COVID-19 Restrictions

The sanctuary at St. John's Kirkland currently has 11 pews at 79 inches, 22 pews at 124 inches and 8 pews at 107 inches in length. The distance between pews is about 36 inches. Measuring diagonally (assuming staggered seating) is 60 inches. So to conform to guidelines we must use every other pew. That gives us 13 pews for seating more than one person. This can be several people residing in the same household or 2 single people seated at different ends of the pew. On the far left side each pew will accommodate 1 person. The total number of worshipers that may be safely accommodated in the sanctuary is 36 or 37. A simple possible seating arrangement is included with this appendix. The seating arrangement will vary depending on the number and size of the parties that reserve seats. A diagram indicating the seating of all individuals will be distributed to greeters and ushers before the service. Sample seating chart:



Wednesday & Sunday Service

**Must wear gloves and mask
when setting up**

Altar:

- ☐ Protector only on top of the altar.
- ☐ Candlesticks
- ☐ Gospel Book - only on Sundays
- ☐ Extra mask on flower shelf



Aumbry Table:

- ☐ Plastic cloth
- ☐ Chalice
- ☐ Purificator
- ☐ Paten with small priest host
- ☐ Corporal

Wash Stand:

- ☐ Placed in front of the Aumbry table
- ☐ Plastic place mat
- ☐ Cloth towels: wash stand and altar rail.
- ☐ Metal bowl with soap and water 1/3 full
- ☐ Pitcher with water 1/3 full



Temporary Server Table:

- ☐ Placed next to the altar on the Gospel side
- ☐ Plastic Cloth
- ☐ Cruet coasters
- ☐ Wine Cruet with 2 oz of Alcohol free wine (in refrigerator)
- ☐ Water cruet

*Water glass placed on the floor or altar rail (on the Gospel side)

*When Missy is serving: set a wash table under the fixed server table. Set same as other wash stand. Water glass on floor next to her chair.



PREPARATION

MUST USE GLOVES
WEAR FACE MASK WHEN NOT ALONE

Clean

- Candle snuffers: Clean insides. Replace wicks as needed.
- Altar candlesticks
- Wipe down pew tops and altar rail with CDC approved disinfectant.
- Wipe down lectern with CDC approved disinfectant.

Dust: Dust all ledges and shelves

Tidy: Benches and Pews, especially

Check: Fair linen for spots, replace with a clean one if necessary.

Change:

- Frontal as directed.
- Always put refilled oil canisters in altar candlesticks, and light them to be sure flames are level and strong.

LAST: Prepare Communion vessels.

CHAPEL

Dust: All surfaces, including Columbarium.

MUST USE GLOVES
WEAR FACE MASK WHEN NOT ALONE

After Service Clean up Instructions

Items from aumbry shelf

- Pour out the wine left in the cruet.
- The vessels should be rinsed with water that is poured down the piscina before they are washed, dried, bagged and put away.
- Any soiled linens can be added to the washing up water to soak.
- Use the corporal as the chalice cover – launder weekly.

Altar items:

- Plastic protector only on the altar – do not remove.
- Gospel book returned to sacristy
- Discard the extra mask that had been on the flower shelf.

Wash stand:

- Empty the wash basin(s) and pitcher(s) and wash the items.
- Place the towel with the soiled linens.

Water glasses:

- Collected, washed and stored in the upper right cupboard.

Before you leave:

- Gather soiled linens and towel from priests wash stand. If they are to be collected later, soak in a little water in clear plastic container on the counter.
- Discard washing up water and store tub under the sink on the right.
- Wipe counters and gather towels and wash cloths. If they are to be collected later, place in blue bucket on the counter.
- Clean all surfaces near the altar, altar rail, wipe the plastic cover.
- On Sundays Replace the Aumbry candle
 - Remove the red glass container from the hanger.
 - Extinguish the old candle using a cloth.
 - Replace the old candle with a new candle (new candles are in a box in the left lower cupboard, bottom shelf).
 - Light the new candle and place it in the red container.
 - Replace the container in the hanger.
 - Turn out lights on your way out.
-

***Thoroughly clean the sacristy once per year**

Appendix F. *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 credence 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. Priest host will only be touched and consumed by the Presider.*
- 6. No one else should stand near the Presider at the altar.*
- 7. The Presider will consume the priest's host and the consecrated wine after the distribution of Holy Communion.*
- 8. The communion bread distributed on a given Sunday is bread that has been consecrated the previous Sunday, each wafer having been sealed in its own tiny plastic container.*
- 9. The Altar Guild will bring out the containers on trays at Communion and place them on a table in front of the altar rail.*
- 10. After the trays with prepackaged communion host have been placed on the table, ushers can begin to allow the congregants to come forward one at a time, all the while keeping social distance. There will be marks with tape on the floor to show six feet distance and offer some guidance.*
- 11. Each communicant will pick up a pre-packaged host to be consumed after they return to their pew. Used host containers will be placed in the waste bags provided.*

Appendix G COVID-19 Mitigation, Attestation and Consent Form

In compliance with the State of Washington's "Safe Start" plan and the Diocese of Olympia's "Guide to Gathering in Person," St. John's Episcopal Church, Kirkland 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. John's Kirkland 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. John's Kirkland for worship or work 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

Each time you are present at St. John's Kirkland you will be asked to complete a consent form declaring :

- That you have not exhibited any symptoms of COVID-19 or come into contact with anyone who has or has tested positive and that you have not 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 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. John's Kirkland from any liability in the event that you are exposed and/or become ill

APPENDIX H1 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, nor has anyone in my household.
 - 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; nor has anyone in my household.
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.

Signature:

Date:

COVID-19 Screening Questionnaire

If you answer YES to any of these questions, do not enter the building further. Contact Father Michael, Deacon Missy or Connie Lightbody, Senior Warden

• Do you have fever or symptoms of respiratory infection (e.g., cough, sore throat, or shortness of breath)?	Yes	No
• Have you had any international travel within the last 14 days?	Yes	No
• Have you had any contact with an individual with COVID-19?	Yes	No
• Loss of Smell or Taste	Yes	No

Name (please print): _____

Email address: _____

Phone#: _____

Signature: _____

Date: _____

Appendix I

Cleaning after a COVID-19 Exposure

At a school, daycare center, office, or other facility that **does not house people overnight**: Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.

Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by the ill persons, focusing especially on frequently touched surfaces.

How to Clean and Disinfect

Hard (non-porous) surfaces

Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Consult the manufacturer's instructions for cleaning and disinfection products used. [Clean hands](#) immediately after gloves are removed.

If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

Always read and follow the directions on the label to ensure safe and effective use.

- Wear skin protection and consider eye protection for potential splash hazards
- Ensure adequate ventilation
- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of children and pets

You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm. Do not wipe or bathe pets with these products or any other products that are not approved for animal use.

Special considerations should be made for people with asthma and they should not be present when cleaning and disinfecting is happening as this can trigger asthma exacerbations.

Disinfect with a household disinfectant on [List N: Disinfectants for use against SARs-CoV-2](#)^{external icon}, the virus that causes COVID 19. Follow the manufacturer's instructions for all cleaning and disinfection products. Read the product label for the correct concentration to use, application method, and contact time.

Diluted household bleach solutions can be used if appropriate for the surface. Unexpired household bleach will be effective against coronaviruses when properly diluted:

Use bleach containing 5.25%–8.25% sodium hypochlorite. Do not use a bleach product if the percentage is not in this range or is not specified.

Follow the manufacturer's application instructions for the surface, ensuring a contact time of at least 1 minute.

Ensure proper ventilation during and after application.

Check to ensure the product is not past its expiration date.

Never mix household bleach with ammonia or any other cleanser. This can cause fumes that may be very dangerous to breathe in.

Prepare a bleach solution by mixing:

- 5 tablespoons (1/3rd cup) of 5.25%–8.25% bleach per gallon of room temperature water or
- 4 teaspoons of 5.25%–8.25% bleach per quart of room temperature water

Bleach solutions will be effective for disinfection up to 24 hours.

Alcohol solutions with at least 70% alcohol may also be used.

Cleaning staff and others should [clean hands often](#), including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

Soft (Porous) Surfaces

For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.

After cleaning: If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.

Otherwise, use products [that are EPA-approved for use against the virus that causes COVID-19](#) and that are suitable for porous surfaces.

Electronics

For electronics such as tablets, touch screens, keyboards, remote controls, and ATM machines, remove visible contamination if present.

Follow the manufacturer's instructions for all cleaning and disinfection products.

Consider use of wipeable covers for electronics.

If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

Linens, Clothing, and Other Items That Go in the Laundry

In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry.

Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.

Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

Personal Protective Equipment (PPE) and Hand Hygiene

The risk of exposure to cleaning staff is inherently low. Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.

Gloves and gowns should be compatible with the disinfectant products being used. Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.

Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to **clean hands** after removing gloves.

If gowns are not available, coveralls, aprons or work uniforms can be worn during cleaning and disinfecting. Reusable (washable) clothing should be laundered afterwards. Clean hands after handling dirty laundry.

Gloves should be removed after cleaning a room or area occupied by ill persons. [Clean hands](#) immediately after gloves are removed.

Cleaning staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor.

Cleaning staff and others should [clean hands often](#), including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.

Additional key times to clean hands include:

- After blowing one's nose, coughing, or sneezing.

- After using the restroom.

- Before eating or preparing food.

- After contact with animals or pets.

- Before and after providing routine care for another person who needs assistance such as a child.

For Christians, gathering to mourn the dead, celebrate their life, and proclaim the hope of Resurrection are essential practices of our faith. During the extraordinary circumstances of the COVID-19 outbreak, our usual mourning rituals have been interrupted. We think of those women on that first Easter, who went to follow their familiar mourning ritual to anoint Jesus's body, only to find it disrupted. We remember their initial shock and confusion and feel it too. We're waiting to feel the hope of Resurrection. In times of trial like the death of a loved one, we turn to the familiar practices and rituals of our faith and ancestors. And so, we know that this disruption for a grieving community is doubly hard. We grieve this disruption with you.

We will work together to honor the departed, and to share your mourning in a manner that has been approved by the Diocese of Olympia and that will maintain the safety of those participating. Attendance for indoor funeral services are limited to 20% capacity of the venue or 30 people, whichever number is fewer. Services that include Eucharist are not possible at this time. Indoor receptions, wakes or similar gatherings in conjunction with such ceremonies are prohibited. Graveside services may be conducted with a maximum of 30 persons attending. In all cases, participants will be required to fill out a health check/contact tracing form. A minimum distance of 6 feet between all participants must be maintained. All participants must wear masks. No singing or chanting is permitted at this time. Instead of hugs or handshakes, greetings and condolences must be expressed by appropriate measures at a distance.

The following procedures have been determined appropriate for the community of St. John's Kirkland, and will be in place until COVID-19 restrictions have been lifted:

- 1) Planning and counseling will take place remotely, via zoom or telephone, as much as is possible.
- 2) Interment services for the columbarium may be held in the chapel with a maximum attendance of 12 people, including the priest and any attendants.
- 3) Graveside services may be conducted with a maximum attendance of 30 people, including the priest and any attendants.
- 4) Eucharistic services may not be held.
- 5) St. John's will not be able to host post ceremony receptions at this time.
- 6) Virtual wakes and services will be offered as an alternative to in-person services.
- 7) Plans can be made for in-person memorial services and gatherings after the pandemic restrictions are lifted.

Appendix K Protocol for Baptism during COVID-19

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., while 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.

Appendix L COVID 19 Exposure Control, Mitigation, and Recovery Plan for St John's Preschool, Kirkland, WA

The following policies and procedures for St John's Preschool are for the 2020-2021 school year in response to the COVID 19 pandemic. The procedures have been developed taking into consideration the directives of the local, state, federal and CDC health authorities along with the local and state public school systems.

General Guidance

- A Consent/Waiver will be signed by each family prior to attending preschool and kept on file at the preschool. (See attached).
 - I acknowledge that I have read the policies and procedures plan and fully understand St John's Preschool policies, guidelines, and best practices as they relate to COVID 19.
 - I acknowledge that my family and I are not currently sick, nor have we had any of the following symptoms in the last 72 hours, prior to scheduled school day:
 - Fever of 100.4°F or higher, cough, shortness of breath, difficulty breathing, sore throat or chills
 - Vomiting, nausea, diarrhea, muscle or body aches, congestion, runny nose not related to seasonal allergies, unusual fatigue
 - New loss of taste or smell
 - I acknowledge that my child has not received any fever reducing medications before coming to preschool.
 - Going forward, I will notify St John's Preschool if anyone in my family or anyone that we knowingly come in contact with, experiences any of the above symptoms. I agree to keep my child home if anyone in my family has had any of the above symptoms in the last 72 hours, prior to scheduled school day.
 - I also acknowledge that my family and I have not been in contact with anyone with a suspected or confirmed case of COVID 19 in the last 14 days, nor have we been directed by medical personnel to quarantine or avoid public contact in the last 14 days, prior to scheduled school day.
- Staff will be trained and informed about COVID 19 symptoms. See Training Addendum.
- Staff will be trained on and implement cleaning procedures of facility and all frequently touched surfaces daily. See Training Addendum.
- Staff will be trained on good hygiene behaviors, hand washing procedures and practice those with students. See Training Addendum.
- PPE-Disposable masks/Reusable Face Shield and gloves will be provided for all staff. Staff may also provide their own cloth masks.
- Activities that would usually be a large gathering have been cancelled. (example: Winter Music Program, Dad's Nights, etc.) All activities/field trips will be assessed individually.
- Physical distancing will be practiced in all areas. Congestion will be reduced in hallways.

- Attendance of students and staff will be monitored and recorded daily and kept on file at the preschool.
- Tuition payment will be accepted via delivery in child's red school bag, mail or over the phone, to reduce the amount of people entering the preschool building.
- Anyone who, either at home or at school, shows COVID 19 symptoms will not be permitted to attend the preschool.

Drop-Off and Pick-Up Procedures

- Students and parents will remain in vehicles until school doors are unlocked. (5 minutes prior to scheduled class start time)
- One parent/adult will walk with the student to the exterior classroom door.
- Students will be asked to wash hands and have temperature taken prior to coming to preschool.
- Signage will be posted regarding physical distancing, while waiting for doors to open.
- Students will enter each classroom from the classroom specific exterior door, parents will not enter with children.
- Students will have their temperature taken upon arrival with a contactless thermometer and will not be permitted to enter if a temperature of 100.4°F or higher is registered.
- Students will sanitize hands upon arrival with hand sanitizer.
- All belongings, preschool bag, coat etc., will be kept in their individual cubby.
- Students will be picked up at the end of class at the exterior door to each classroom.

Classroom Procedures

- Same classes will be kept together with the same teachers. Classes will have limited contact with other classes.
- Outdoor playground will accommodate only one class at a time.
- Physical distancing will be practiced in all areas.
- Chapel will be held in each classroom. Singing will not be permitted.
- Students will be seated in chairs, that are spaced apart, during circle times to encourage distancing and not touching each other.
- Items from home will not be brought into classrooms.
- Limited number of toys will be available and will be cleaned and sanitized each day.
- Classrooms will be cleaned each day and carpets will be vacuumed.
- Baking and food related projects will not be permitted.
- Shared teaching materials will be cleaned often and after use.
- Classrooms are specific to one class of students and will not be shared by any other classes.
- Shared hand washing tubs for students will not be used in the classrooms, students will use the restroom sinks for all hand washing.
- Stuffed animals, pillows, blankets and similar will be removed from classrooms.

Food Related Procedures

- Snacks will be prepared by staff wearing a mask and gloves.
- Snacks will be served on disposable plates/napkins and water will be served in disposable cups.
- Students eating in the same area will be spaced out to reduce risk.

Parent/Guardian Expectations

- Full transparency regarding health of children and immediate family will be required. See Consent/Waiver for expectations:
- Parents must provide a reliable phone number where they can be reached, or receive a message, at all times, in the event the preschool needs to contact them urgently.

Procedure- If Someone Develops Signs of COVID 19 On-Site

- Anyone who develops symptoms of COVID 19 while off-site, will not be permitted to attend the preschool. Communication between all parties, including health officials will be imperative to determine when it is safe for the individual to return to the preschool.
- Anyone who develops symptoms of COVID 19 while on-site, at the preschool, will immediately be separated from others and will be kept comfortable until the sick person can go home.
 - The area where the sick person was will be thoroughly cleaned and sanitized immediately.
 - Communication between all parties, including health officials will be imperative to determine when it is safe for the individual to return to the preschool.
- Anyone who tests positive for COVID 19 and anyone they were in contact with would need to be quarantined for 14 days. Cases will be reported to King County Public Health.



STUDENT NAME: _____

STUDENT CLASS: _____

COVID 19 WAIVER/CONSENT FOR ST JOHN'S PRESCHOOL

2020-2021 SCHOOL YEAR

Waiver of Consent for St John's Preschool.

By signing this waiver, I agree to obey all posted signage and staff direction as it regards to COVID 19 mitigation and control.

I acknowledge that I have read the Policies and Procedures for re-opening, and fully understand St John's Preschool policies, guidelines, and best practices as they relate to COVID 19.

I acknowledge that my family and I are not currently sick, nor have we had any of the following symptoms in the last 72 hours, prior to scheduled school day:

- Fever of 100.4 degrees F or higher, cough, shortness of breath, difficulty breathing, sore throat or chills
- Vomiting, nausea, diarrhea, muscle or body aches, congestion, runny nose not related to seasonal allergies, unusual fatigue
- New loss of taste or smell

I acknowledge that my child has not received any fever reducing medications before coming to preschool.

Going forward, I will notify St John's Preschool if anyone in my family or anyone that we knowingly come in contact with, experiences any of the above symptoms. I agree to keep my child home if anyone in my family has had any of the above symptoms in the last 72 hours, prior to scheduled school day.

I also acknowledge that my family and I have not been in contact with anyone with a suspected or confirmed case of COVID 19 in the last 14 days, nor have we been directed by medical personnel to quarantine or avoid public contact in the last 14 days, prior to scheduled school day.

PARENT PRINTED NAME: _____

PARENT SIGNATURE: _____

DATE: _____

Appendix L₃

Exposure Control, Mitigation and Recovery Plan for COVID 19 at St John's Preschool, Kirkland, WA – Training Addendum

The St. John's preschool staff has been trained in the following areas:

COVID 19 Symptoms

Teachers and staff will be watching for symptoms known to be associated with COVID 19, in students and their own family situations. Any person displaying any of these symptoms within the last 72 hours will not be permitted to be at the preschool. Touchless thermometers will be used to take temperatures.

Symptoms within the last 72 hours:

- A fever of 100.4°F or higher, cough, shortness of breath, difficulty breathing, sore throat or chills
- Recent Vomiting, nausea, diarrhea, muscle or body aches, congestion, runny nose not related to seasonal allergies, unusual fatigue or new loss of taste or smell

Hygiene Practices

Wash hands often and with soap and water for at least 20 seconds. Children and adults should wash or sanitize hands when they arrive at preschool, before meals or snacks, after outside time, after going to the bathroom, after nose blowing or sneezing, if hands look visibly dirty and before leaving to go home.

Teachers will remind and help young children to wash hands correctly and not touch their eyes, nose and mouth with unwashed hands.

If soap and water are not available, an alcohol-based hand gel with at least 60% alcohol will be used. The gel should be rubbed all over hands and between fingers for at least 20 seconds.

Coughs and sneezes should be covered with a tissue when possible and then the tissue should be thrown in the trash. When a tissue is not available, coughs and sneezes should be covered with the persons arm/elbow. Hands should be sanitized or washed after sneezing and coughing.

Cleaning and Disinfecting Practices

Cleaning and disinfecting supplies will be kept in each classroom: Lysol disinfectant spray, Clorox wipes, Mr. Clean cleaning solution.

Frequently touched surfaces throughout facility will be cleaned daily (examples: hand rails, door knobs, handles, light switches)

Bathrooms, floors, and general facility cleaning will be done each evening by an approved cleaning company.

Carpets in classrooms that have been used will be vacuumed each day.

Toys that cannot be cleaned and sanitized will not be used. Clean and sanitize toys that were used, at the end of the class and leave to air dry until next class period.

Children's books, like other paper-based materials such as mail or envelopes are not considered high risk for transmission and do not need additional cleaning or disinfecting procedures.

Tables and chairs in the classrooms will be cleaned after each class.