

**Background:** All Saints Episcopal Church, 1307 120th Ave NE, Bellevue, WA 98005, has not held services, meetings, or any other gatherings in the building since March 8th 2020. The mission admin and Junior Warden have gone to the property separately as necessary to perform their duties, alone, and cleaning as necessary any common touch surfaces and leaving at least two days between each other's visits for proper air circulation.

**Prior to Reopening:** All Saints had been nearly (with the exception of maintenance and administration visits) empty for nearly a year. Prayer Books and hymnals (in bookshelves) remain in the space, will not be used, and have not been used since March 8th 2020. Prayer books and hymnals are stored in bookshelves, since we don't have pews. They are left in the shelves for individuals to take home if they desire, given the low risk of transmission from surfaces or objects, as began being reported in May 2020<sup>1</sup> and affirmed in November 2020<sup>2</sup> and again reaffirmed in April 2021.<sup>3 4 5</sup> All Saints in the past used single use "all in" printed bulletins and will do so as part of our reopening plan. The following plan is provided in compliance with the Diocese of Olympia's reopening expectations.

### **Phase 3 Reopening Plan**

A single worship service will be offered at 9:30 a.m. in-person and live streamed. Occupancy in person will be capped based on the county reopening Phases. Reopening will only happen in Phase 3 and 4, not earlier, and if the county reenters Phase 2 or 1 All Saints will return to online only worship.

All Saints worship space has a rated capacity of 80 persons. During Phase 3 we will maintain 25% capacity (20 persons) at most to ensure there is at least 6' of space in all directions between household groups. All Saints uses folding chairs which will be spaced out in family groups and all excess chairs removed.

All Saints has worshiped with the Daily Office exclusively since March 8th 2020. Eucharist will be offered only in Phase 3 & 4, Daily Office (online only) will be offered in Phase 1 & 2. When it resumes, Eucharist will be in compliance with diocesan directions included below, or updated directions. Music has been prerecorded individually by musicians and "merged" digitally. In person services will not have music other than piano. There will be no singing until community transmission has ceased.

These additional actions have been taken to ensure the health and wellbeing of the congregants of All Saints and the greater community:

1. Those entering All Saints will be required to meet the following requirements:

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<https://www.usatoday.com/story/news/health/2020/05/20/coronavirus-does-not-spread-easily-surfaces-objects-cdc/5232748002/>

<sup>2</sup> <https://www.nytimes.com/2020/11/18/world/asia/covid-cleaning.html>

<sup>3</sup> <https://www.cdc.gov/coronavirus/2019-ncov/more/science-and-research/surface-transmission.html>

<sup>4</sup> <https://www.theatlantic.com/ideas/archive/2021/04/end-hygiene-theater/618576/>

<sup>5</sup> <https://www.nytimes.com/2021/04/08/health/coronavirus-hygiene-cleaning-surfaces.html>

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- Wear a mask at all times
  - Sanitize hands immediately upon entry
  - Provide name(s) and contact information (phone, email if applicable)
  - Have temperatures taken at door and not have a temperature greater than 100F
  - Maintain 6' social distance between family units
  - Refrain from any physical contact with others in attendance outside their family unit
2. COVID-19 safety information and requirements, such as CDC, DOH, OSHA posters will be visibly posted at doors.
  3. Ushers and greeters have been trained to manage the flow of the few participants and that all COVID requirements are met:
    - Park
    - Have mask on
    - Approach doors
    - Remove gloves if wearing
    - Maintain social distance
    - Have temperatures taken with a touchless thermometer
    - Enter building
    - See sign with all requirements
    - Confirm names and available contact information, with one person recording
    - Complete Disclosure and Waiver if not already on file
    - Sanitize hands
    - Be seated -- at ushers' direction / escort (start at front, fill toward door, maintaining social distance between groups)
    - Worship
    - Dismissed in ordered fashion, with as few people as necessary walking by one another.
    - Return to car
  4. The front and back doors will be propped open to increase airflow and HVAC system will be running in "fan" mode when not needed for heating.
  5. High touch surfaces are disinfected after every service.
  6. Supplies of hand sanitizer and three-ply surgical masks are available for use as necessary.
  7. Trash cans are available in the narthex and nave, as well as tissue.
  8. Offering plates are by the exit doors. Those joining in-person and attending online have been encouraged to give online, via mailed check, or using their bank's online bill pay.
  9. Bathrooms are only single occupancy already and will be cleaned regularly.

**Recovery:** In the event of a positive COVID19 infection of someone who attended worship, the county health department will be notified of the positive infection, the event, and those in attendance's contact information. The building will be aired out for two days the following week.

All Saints  
Cleaning Protocol and Training

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

- Door handles and knobs
- 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

Training akin to the following has been given to all who serve in volunteer and leadership positions during this pandemic, with guidance and expectations constantly being reviewed and updated to align with governor's orders:

- 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. The Event Disclosure and Screening forms will also be kept for at least 14 days.
- 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 thermometer is available and is taken at the door.
  - Ushers and Greeters will reinforce the minimum six-foot distance protocol between people not in a family group.
  - Bulletins are distributed as needed
  - 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 floor, folding chairs will be setup only in distanced family groups, all other chairs will be removed.
  - The collection plate will be set up at the back of the sanctuary.
- After:
  - Protocol for cleaning between services will be followed.

Diocese of Olympia 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. At All Saints *all* those in attendance must keep their mask on. Speaking spreads *more* droplets than just breathing so it is especially important for those speaking to *remain masked*.
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. 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. 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.
11. Before approaching the altar EVERY PERSON receiving should sanitize their hands, allowing them to dry, before going forward.
12. 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.
13. 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.

Diocese of Olympia 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.