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Plan for Covid-19 Re-Opening

St. Christopher’s Community Church will reopen when the Bishop’s Council determines that in-person activities can be conducted in a manner that mitigates exposure to the Covid-19 virus. The health and safety of parishioners will be the guiding factor in making this determination.

This plan for reopening St. Christopher’s covers the following:

* Covid-19 Individual Attestation & Consent
* Response To a Covid-19 Exposure
* Church Cleaning & Sanitization Protocols
* Sunday Services
* Sunday School
* Sunday Morning Prayer, Evening Prayer, Faithful Living and Bible Study
* Bishop’s Council & Other Church Meetings
* Weddings, Memorials & Baptisms
* Lay Eucharistic Visits
* Use of St. Christopher’s Facilities by Church Members
* Use of St. Christopher’s Facilities by Outside Organizations
* Musical Events

Prior to re-opening for in-person activities, required Covid-19 signage will be posted at prominent locations throughout the church, including all entrances, meeting rooms, library, offices, kitchen, and restrooms. The entryway and entrances to the restrooms will have visible markings on the floor to 6 feet apart to indicate where parishioners who are waiting should stand to maintain appropriate social distance. In addition, hand sanitizer, disinfectant wipes and spray, tissue stations, and disposable face masks will be placed throughout the church for routine use.

All church staff, as well as the Reservation Coordinator, Greeter Coordinator, and those volunteering as Greeters/Ushers will be provided with Covid Safety Training prior to reopening. This training will be ongoing and will continue until such time that Covid restrictions are lifted.

When St. Christopher’s Community Church re-opens the following diocesan-approved plan will be implemented. Upon approval, this plan shall constitute the initial reopening plan as well as the comprehensive Covid-19 exposure control, mitigation and recovery plan required by Governor Inslee’s *“Phase 1, Phase 2, and Phase 3 Religious and Faith-based Organization COVID-19 Requirements”* in the event of any subsequent exposure.

# Covid-19 Individual Attestation & Consent

All individuals who enter the church premises for any purpose will be required to complete an attestation form either in Church Community Builder or for those with limited computer capacity using the following questions:

* Do you have any of these symptoms that are not caused by another condition?
  + Fever or chills
  + Cough
  + Shortness of breath or difficulty breathing
  + Fatigue
  + Muscle or body aches
  + Headache
  + Recent loss of taste or smell
  + Sore throat
  + Congestion
  + Nausea or vomiting
  + Diarrhea
* If you are not fully vaccinated, have you been in close contact with anyone with COVID19 in the past 14 days? Close contact is being within 6 feet for 15 minutes or more over a 24-hour period with a person; or having direct contact with fluids from a person with COVID-19 with or without wearing a mask (i.e., being coughed or sneezed on).
* Have you had a positive COVID-19 test for an active virus in the past 10 days, or are you awaiting results of a COVID-19 test?
* Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection?

This attestation will be documented by requiring the individual to sign a Covid-19 Individual Attestation & Consent form (Attachment A) that:

* Provides their consent for St. Christopher’s Community Church to keep this document on file for twenty-one (21) days for the purpose of contact tracing, should a Covid-19 exposure event occur; and
* Affirms their knowledge of the risks associated with community transmission of Covid-19 and the potential for exposure even with proper mitigation protections, and to release St. Christopher’s Community Church from liability in the event of exposure to the virus or sickness.

An individual who declines to sign the Covid-19 Individual Attestation & Consent form will be kindly requested to immediately leave the church with an invitation to return at any time in the future when they will provide the required attestation and consent.

# Response To a Covid-19 Exposure

# In the event that a Covid-19 exposure occurs during any activity or event that is conducted on the church premises, the church will be immediately closed until it is sanitized for re-opening. State and local public health agencies will be notified of the exposure so that they can provide guidance and initiate contact-tracing. In addition, all parishioners will be informed of the situation. Cleaning and disinfecting guidelines established by the Center for Disease Control (CDC) will be followed before reopening after a Covid-19 exposure.

# Church Cleaning & Sanitization Protocols

The entire church will be cleaned on a regular schedule to maintain general cleanliness and sanitization. In addition, at the end of each in-person activity or event, the area of the church that is utilized will be thoroughly cleaned and sanitized. Covid-19 cleaning and sanitization protocols established by the CDC will be followed at all times, including guidelines for cleaning and disinfecting in response to a Covid-19 exposure. Attachment B identifies the cleaning and sanitization protocols that will be implemented.

# Sunday Services

One in-person and live-streamed Sunday service will be held at 10:30 a.m. There will not be any social gathering or coffee hour before or after the in-person service. Prayer books, hymnals and other printed material will be removed from the nave. The service will be conducted as follows:

### Parishioners Entering/Leaving the Church:

Only one door will be used for entering and leaving the church. Upon entry, all individuals will be required to:

* Wear a face mask (a mask will be provided to those who do not have their own).
* Sanitize their hands with sanitizer that will be provided; and
* Sign-in to the Church Community Builder or Contact Tracing Book for those with limited computer capacity, have their temperature taken, and complete a Covid-19 Individual Attestation & Consent form (so they can be contacted in the event of any Covid-19 infection that is traced to their date of attendance).
* At the start of every service, the Priest will remind all in attendance of the above requirements.

After the service, parishioners will exit as dismissed by greeters beginning with the back rows so as to maintain social distancing.

### Parishioner Maximum Occupancy & Seating:

In order to comply with Covid-19 social distancing requirements, parishioner occupancy during the service will be limited by current state health department guidelines for places of worship. As of March 23, 2021, Phase 3 requirements occupancy permits up to 50% of room (or building) capacity with a recommended maximum of 400 people if the space is less than 100,000 square feet.” [www.governor.wa.gov](http://www.governor). To ensure 50% occupancy is met, a reservation system will be implemented using a registration form in Church Community Builder with a call-in registration reservation option available for those with limited computer capacity. If necessary, outdoor streaming will be recommended for live stream telecast of the service to accommodate overflow attendance). Chairs will be marked to designate seating that maintains a six (6) foot distance between family units or individuals. Couples, family members, and members of the same household may sit closer than six (6) feet apart; however, they must be seated at least six (6) feet from other individuals.

### Restrooms

Two restrooms will be available during the Sunday service. However, occupancy will be limited to one individual (and caregiver/parent if applicable) at a time and signage to this effect will be posted on the exterior of each restroom door.

### Priest, Eucharist Minister, Altar Guild, Lector, & Organist/Pianist

Upon entry into the church and while conducting the service, these individuals will be required to:

* Wear a face mask except when speaking to the congregation (a mask will be provided to those who do not have their own).
* Sanitize their hands with sanitizer that will be provided before and after the service; and
* Stay at least six (6) feet apart from one another and the Parishioners.

### Vocalists

One to two (1-2) vocalists at a time will perform songs from a designated station at the discretion of the Music Director and Vicar. Vocalists, who are unvaccinated, will be required to wear face mask while performing. All vocalists will be required to:

* Wear a face mask when not singing (a mask will be provided to those who do not have their own).
* Sanitize their hands with sanitizer that will be provided before and after the service; and
* Stay at least six (6) feet apart from other individuals, and fifteen (15) feet apart when singing without a mask.

*\* The Choir will remain in hiatus until there is no longer any risk of Covid-19 spread from group singing.*

### Greeters

A maximum of two (2) Greeters will check Parishioners in, take their temperature, and ensure they have completed their attestation form and have signed into the Contact Tracing Book. They will then escort Parishioners to designated seating and provide them with a Sunday Service Bulletin in print or electronic format as appropriate. They will minimize physical contact when escorting parishioners to their seats if it is not possible to maintain six (6) feet distance, but otherwise will be required to:

* Wear a face mask (a mask will be provided to those who do not have their own).
* Sanitize their hands with sanitizer that will be provided before and after the service; and
* Stay at least six (6) feet apart from other individuals.

### Holy Communion

During Communion, the protocols identified in Attachment G will be carried out.

### Offertory Collections

Greeters will not circulate collection plates during the service. Instead, a designated Collection Box will be available for individuals to deposit their offerings upon entering or leaving the service. Online offerings also will be accepted.

### Protocols for Health & Safety

At the start of each service, the Priest will remind attendees of the requirements to wear a face mask or face shield, stay six (6) feet apart, use hand sanitizer, and sign-in to the Contact Tracing book.

### Sanitization

After the service, the church entry, and restrooms will be spray sanitized and wiped down by a designated team of church members, so that all surfaces that were physically touched are thoroughly cleaned (e.g., altar, pulpit, chairs, light switches, door handles, bathroom fixtures, etc.). Face masks and shields will be disinfected after every use.

The following attachments provide Covid-19 instructions to the Eucharist Minister, Lector, Vocalist, and Greeters, as well as protocols for Holy Communion:

* Attachment C – Eucharist Minister
* Attachment D – Lector
* Attachment E – Vocalist
* Attachment F – Greeter
* Attachment G– Holy Communion Protocols

# Sunday School

In-person Sunday School will be held at 10:30 a.m. All children ministry activities will be held outdoors.

Entering/Leaving the Church

The following applies to children, parents, leaders, or caregivers involved in children’s ministries.

* Sign-in to the Church Community Builder or Contact Tracing Book for those with limited computer capacity.
* Have their temperature taken,
* complete a Covid-19 Individual Attestation & Consent form (so they can be contacted in the event of any Covid-19 infection that is traced to their date of attendance). Parents/family/caregivers consent on behalf of minors.
* They will wear a face mask (a mask will be provided to those who do not have their own); Children under 2 years exempt.
* Sanitize their hands with sanitizer that will be provided before and after the service; and
* Stay at least six (6) feet apart from other individuals.

At the start of every Sunday School, the leader will remind all in attendance of the above requirements.

### Restrooms

Two restrooms will be available during the Sunday school. However, occupancy will be limited to one individual (and caregiver/parent if applicable) at a time and signage to this effect will be posted on the exterior of each restroom door.

### Group Leader

Upon entry into the church and while conducting these activities, these the group leader(s) will be required to:

* Wear a face mask except when speaking to the congregation (a mask will be provided to those who do not have their own).
* Sanitize their hands with sanitizer that will be provided before and after the service; and
* Stay at least six (6) feet apart from one another and the Parishioners.

### Greeters

Group leaders will check Sunday School students in, take their temperature, and ensure they have completed their attestation form and have signed into the Contact Tracing Book. They will then escort students to the designated area for Sunday School. They will minimize physical contact when escorting students if it is not possible to maintain six (6) feet distance, but otherwise will be required to:

* Wear a face mask (a mask will be provided to those who do not have their own).
* Sanitize their hands with sanitizer that will be provided before and after the service; and
* Stay at least six (6) feet apart from other individuals.

### Protocols for Health & Safety

At the start of each Sunday School Session, the group leader will remind attendees of the requirements to wear a face mask or face shield, stay six (6) feet apart, use hand sanitizer, and sign-in to the Contact Tracing book.

### Sanitization

Materials are stored in individual tubs and used by only 1 student per Sunday. Materials will sit untouched for 7 days. Any visibly soiled materials will be sanitized or disposed of.

# Sunday Morning Prayer, Bible Study, Faithful Living, Evening Prayer & Other Church Events

Currently, all events other than worship are taking place virtually. When the Priest and Bishop’s Council determine that these activities can resume in person and can be conducted in a manner that mitigates exposure to the Covid-19 virus. The activities will be conducted as follows.

### Parishioners Entering/Leaving the Church:

Only one door will be used for entering and leaving the church. Upon entry, all individuals will be required to:

* Wear a face mask (a mask will be provided to those who do not have their own) or Face Shield.
* Sanitize their hands with sanitizer that will be provided; and
* Sign-in to the Church Community Builder or Contact Tracing Book for those with limited computer capacity, have their temperature taken, and complete a Covid-19 Individual Attestation & Consent form (so they can be contacted in the event of any Covid-19 infection that is traced to their date of attendance).

At the start of the activities, the Priest or event leader will remind all in attendance of the above requirements.

### Maximum Occupancy & Seating:

In order to comply with Covid-19 social distancing requirements, parishioner occupancy during the service will be limited by current state health department guidelines for places of worship. As of March 23, 2021, Phase 3 requirements occupancy permits up to 50% of room (or building) capacity with a recommended maximum of 400 people if the space is less than 100,000 square feet.” [www.governor.wa.gov](https://www.governor.wa.gov/sites/default/files/COVID19%20Religious%20and%20Faith%20Based%20Organization%20Guidance.pdf). If necessary, a reservation system will be implemented using Church Community Builder with a call-in registration reservation option available for those with limited computer capacity. Chairs will be marked to designate seating that maintains a six (6) foot distance between family units or individuals. Couples, family members, and members of the same household may sit closer than six (6) feet apart; however, they must be seated at least six (6) feet from other individuals.

### Restrooms

A restroom will be available for use by attendees. However, occupancy will be limited to one individual (and caregiver/parent if applicable) at a time and signage to this effect will be posted on the exterior of the restroom door. The other restroom will be marked as not for use.

### Priest or Group Leader

Upon entry into the church and while conducting these activities, these individuals will be required to:

* Wear a face mask except when speaking to the congregation (a mask will be provided to those who do not have their own).
* Sanitize their hands with sanitizer that will be provided before and after the service; and
* Stay at least six (6) feet apart from one another and the Parishioners.

### Greeters

A maximum of two (2) Greeters will check Parishioners in, take their temperature, and ensure they have completed their attestation form and have signed into the Contact Tracing Book. They will then escort Parishioners to designated seating. They will minimize physical contact when escorting parishioners to their seats if it is not possible to maintain six (6) feet distance, but otherwise will be required to:

* Wear a face mask (a mask will be provided to those who do not have their own).
* Sanitize their hands with sanitizer that will be provided before and after the service; and
* Stay at least six (6) feet apart from other individuals.

### Protocols for Health & Safety

At the start of each event, the Priest or group leader will remind attendees of the requirements to wear a face mask or face shield, stay six (6) feet apart, use hand sanitizer, and sign-in to the Contact Tracing book.

### Sanitization

After the event, the church entry, chapel, and restrooms will be spray sanitized and wiped down by a designated team of church members, so that all surfaces that were physically touched are thoroughly cleaned (e.g., altar, pulpit, chairs, light switches, door handles, bathroom fixtures, etc.). Face masks and shields will be disinfected after every use.

# Bishops Council & Other Church Meetings

The Bishop’s Council and other church committees will meet in-person on regularly scheduled dates as follows:

### Entering/Leaving the Church

Only one door will be used for entering and leaving the church. Upon entry, all individuals will be required to:

* Wear a face mask (a mask will be provided to those who do not have their own).
* Sanitize their hands with sanitizer that will be provided; and
* Sign-in to the Church Community Builder or Contact Tracing Book for those with limited computer capacity, have their temperature taken, and complete a Covid-19 Individual Attestation & Consent form (so they can be contacted in the event of any Covid-19 infection that is traced to their date of attendance).

### Maximum Occupancy & Seating

In order to comply with Covid-19 social distancing requirements, occupancy during the meetings will be limited to a maximum of 50% capacity individuals in the sanctuary and an additional 50% in the downstairs fellowship hall. Chairs will be marked to designate seating that maintains a six (6) foot distance between individuals. Couples, family members, and members of the same household may sit closer than six (6) feet apart; however, they must be seated at least six (6) feet from other individuals.

### Restrooms

A restroom will be available for use by meeting attendees. However, occupancy will be limited to one individual (and caregiver/parent if applicable) at a time and signage to this effect will be posted on the exterior of the restroom door. The other restroom will be marked as not for use.

### Protocols for Health & Safety

At the start of each meeting, the meeting convener will remind attendees of the requirements to wear a face mask or face shield, stay six (6) feet apart, use hand sanitizer, and sign-in to the Contact Tracing book.

### Sanitization

After each meeting, the convener will ensure that the church entry, meeting room, and restroom are spray sanitized and wiped down so that all surfaces that were physically touched are thoroughly cleaned (e.g., tables, chairs, light switches, door handles, bathroom fixtures, etc.).

# Weddings, Memorials & Baptisms

Weddings, memorials, and baptisms will be conducted in accordance with Washington State gubernatorial Proclamations 20-25, et seq., and the Governor’s March 24, 2021-, memorandum on gatherings, live entertainment, and Safe Start amendments. Indoor and outdoor ceremonies and receptions, wakes, or similar gatherings in conjunction with such indoor ceremonies are permitted and must follow the appropriate venue guidelines. Maximum capacity of 400 or 50% capacity (not including vendors), whichever is less, so long as six feet of physical distancing is maintained between groups. Table size maximum of 10. If food or drinks are served, [eating and drinking requirements apply](https://www.governor.wa.gov/sites/default/files/COVID19%20Restaurant%20and%20Tavern%20Guidance.pdf).([www.governor.wa.org](http://www.governor.wa.org)). These events will be approved by the Vicar.

### Entering/Leaving the Church

Only one door will be used for entering and leaving the church. Upon entry, all individuals will be required to:

* Wear a face mask (a mask will be provided to those who do not have their own).
* Sanitize their hands with sanitizer that will be provided; and
* Sign-in to the Contact Tracing Book, have their temperature checked, and complete a Covid-19 Individual Attestation & Consent form (so they can be contacted in the event of any Covid-19 infection that is traced to their date of attendance).

After the service, attendees will exit pews as dismissed by greeters beginning with the back rows so as to maintain social distancing.

### Maximum Occupancy & Seating

Indoor and outdoor ceremonies and receptions, wakes, or similar gatherings in conjunction with such indoor ceremonies are permitted and must follow the appropriate venue guidelines. Maximum capacity of 400 or 50% capacity (not including vendors), whichever is less, so long as six feet of physical distancing is maintained between groups. Table size maximum of 10. If food or drinks are served, [eating and drinking requirements apply](https://www.governor.wa.gov/sites/default/files/COVID19%20Restaurant%20and%20Tavern%20Guidance.pdf).([www.governor.wa.org](http://www.governor.wa.org))

### Priest, Eucharist Minister, Altar Guild, Lector, & Organist/Pianist

Upon entry into the church and while conducting the event, these individuals will be required to:

* Wear a face mask except when speaking to those gathered (a mask will be provided to those who do not have their own).
* Sanitize their hands with sanitizer that will be provided before and after the service; and
* Stay at least six (6) feet apart from one another and the Parishioners.
* The Priest may remove his or her face mask when speaking or reading to the gathering.

### Vocalists

One to two (1-2) vocalists at a time will perform songs from a designated station at the discretion of the Music Director and Vicar. Vocalists, who are unvaccinated, will be required to wear a face mask while performing. All vocalists will be required to:

* Wear a face mask when not singing (a mask will be provided to those who do not have their own).
* Sanitize their hands with sanitizer that will be provided before and after the service; and
* Stay at least six (6) feet apart from other individuals, and fifteen (15) feet apart when singing without a mask.

### Greeters

A maximum of two (2) Greeters will check attendees in, take their temperature, and ensure they have completed their attestation form and have signed into the Contact Tracing Book. They will then escort attendees to designated seating. They will minimize physical contact when escorting attendees to their seats if it is not possible to maintain six (6) feet distance, but otherwise will be required to:

* Wear a face mask (a mask will be provided to those who do not have their own).
* Sanitize their hands with sanitizer that will be provided before and after the service; and
* Stay at least six (6) feet apart from other individuals.

### Holy Communion

During Communion, the protocols identified in Attachment G will be carried out.

### Baptisms

During a Baptism, the protocols identified in Attachment H will be carried out.

### Restrooms

Two restrooms will be available during the service. However, occupancy will be limited to one individual (and caregiver/parent if applicable) at a time and signage to this effect will be posted on the exterior of each restroom door.

### Protocols for Health & Safety

At the start of each event, the Priest or event coordinator will remind attendees of the requirements to wear a face mask or face shield, stay six (6) feet apart, use hand sanitizer, and sign-in to the Contact Tracing book.

### Sanitization

Requirements for sanitization after each event will be specified in the St. Christopher’s

Community Church Facility Use Joint Agreement with the host to ensure that all surfaces that were physically touched will be spray sanitized and wiped down (e.g., altar, chairs, pews, tables, chairs, light switches, door handles, bathroom, and kitchen fixtures, etc.).

# Lay Eucharistic Visits

# During a Lay Eucharistic Visit, the protocols identified in Attachment I will be carried out.

# Use of St. Christopher’s Community Church Facilities by Church Members & Outside Groups

Use of St. Christopher’s Community Church facilities by Church members will be approved by the Bishop’s Councill on a case-by-case basis. A member must submit a St. Christopher’s Community Church Member Request for Meeting Rooms, Attachment J.

Organizations requesting to use St. Christopher’s Community Church facilities must submit an Application for Use of St. Christopher’s Community Church Meeting Rooms, Attachment K. When the application is approved by the Bishop’s Council, a St. Christopher’s Community Church Facility Use Joint Agreement is signed that specifies all terms and conditions for use of the church, including Covid-19 requirements and protocols. A copy of the Agreement is Attachment L.

When approved, their event must be conducted as follows:

### Entering/Leaving the Church

Only one door will be used for entering and leaving the church. Upon entry, all individuals will be required to:

* Wear a face mask (a mask will be provided to those who do not have their own).
* Sanitize their hands with sanitizer that will be provided; and
* Sign-in to the Contact Tracing Book, have their temperature taken, and complete a Covid-19 Individual Attestation & Consent form (so they can be contacted in the event of any Covid-19 infection that is traced to their date of attendance).

### Maximum Occupancy & Seating

Maximum occupancy for each event will be limited to the following depending upon which church areas are used:

In order to comply with Covid-19 social distancing requirements, occupancy during the event will be limited to a maximum of 50% capacity individuals in the sanctuary and an additional 50% in the downstairs fellowship hall. The choir loft is limited to 8 individuals. The eight individuals will be church staff, the music director, and soloist. Chairs will be marked to designate seating that maintains a six (6) foot distance between individuals. Couples, family members, and members of the same household may sit closer than six (6) feet apart; however, they must be seated at least six (6) feet from other individuals

### Restrooms

A restroom will be available for use by attendees. However, occupancy will be limited to one individual (and caregiver/parent if applicable) at a time and signage to this effect will be posted on the exterior of the restroom door. The other restroom will be marked as not for use.

### Protocols for Health & Safety

At the start of each event, the group leader will remind attendees of the requirements to wear a face mask or face shield, stay six (6) feet apart, use hand sanitizer, and sign-in to the Contact Tracing book.

### Sanitization

After each meeting, the host will ensure that the church entry, meeting room, restroom, and kitchen (if used) are spray sanitized and wiped down so that all surfaces that were physically touched are thoroughly cleaned (e.g., tables, chairs, light switches, door handles, bathroom, and kitchen fixtures, etc.). Spray sanitizer and cleaning supplies will be provided by St. Christopher’s Community Church along with written sanitization instructions to be followed by the host.

# **Musical Events**

St. Christopher’s Community Church hosts/conducts musical events throughout the year. These events will resume as follows:

## Guests Entering/Leaving the Church

Only one door will be used for entering and leaving the church. Upon entry, all individuals will be required to:

* Wear a face mask (a mask will be provided to those who do not have their own).
* Sanitize their hands with sanitizer that will be provided; and
* Sign-in to the Contact Tracing Book, have their temperature taken, and complete a Covid-19 Individual Attestation & Consent form (so they can be contacted in the event of any Covid-19 infection that is traced to their date of attendance).

At the start of the event, the Priest or event host will remind all in attendance of the above requirements. After the service, parishioners will exit pews as dismissed by greeters beginning with the back rows so as to maintain social distancing.

### Maximum Occupancy & Seating

In order to comply with Covid-19 social distancing requirements, occupancy during the event will be limited to a maximum of 50% capacity individuals in the sanctuary and an additional 50% in the downstairs fellowship hall. The choir loft is limited to 8 individuals. The eight individuals will be church staff, the music director, and soloist. Chairs will be marked to designate seating that maintains a six (6) foot distance between individuals. Couples, family members, and members of the same household may sit closer than six (6) feet apart; however, they must be seated at least six (6) feet from other individuals.

### Host & Musicians

Upon entry into the church and while performing, these individuals will be required to:

* Wear a face mask (a mask will be provided to those who do not have their own).
* Sanitize their hands with sanitizer that will be provided before and after the service; and
* Stay at least six (6) feet apart from one another and the Parishioners.

### Vocalists

One to two (1-2) vocalists at a time will perform songs from a designated station at the discretion of the Music Director and Vicar. Vocalists, who are unvaccinated, will be required to wear a face mask while performing. All vocalists will be required to:

* Wear a face mask when not singing (a mask will be provided to those who do not have their own).
* Sanitize their hands with sanitizer that will be provided before and after the service; and
* Stay at least six (6) feet apart from other individuals, and fifteen (15) feet apart when singing without a mask.

### Greeters

A maximum of two (2) Greeters will check attendees in, take their temperature, and ensure they have completed their attestation form and have signed into the Contact Tracing Book. They will then escort attendees to designated seating. They will minimize physical contact when escorting attendees to their seats if it is not possible to maintain six (6) feet distance, but otherwise will be required to:

* Wear a face mask (a mask will be provided to those who do not have their own).
* Sanitize their hands with sanitizer that will be provided before and after the service; and
* Stay at least six (6) feet apart from other individuals.

### Restrooms

Two restrooms will be available during musical events. However, occupancy will be limited to one individual (and caregiver/parent if applicable) at a time and signage to this effect will be posted on the exterior of each restroom door.

### Protocols for Health & Safety

At the start of each event, the group leader will remind attendees of the requirements to wear a face mask or face shield, stay six (6) feet apart, use hand sanitizer, and sign-in to the Contact Tracing book.

### Sanitization

After the event, the church entry, chapel, gathering room, and restroom will be spray sanitized and wiped down by designated individuals, so that all surfaces that were physically touched are thoroughly cleaned (e.g., altar, pulpit, pews, light switches, door handles, bathroom fixtures, etc.).

# Attachment A – Covid-19 Individual Attestation and Consent Form

The St. Christopher’s Community Church is committed to limiting and mitigating the spread of the Covid-19 virus among our parishioners and within the community at large. To fulfill this commitment, we require all who enter the St. Christopher’s Community Church premises to sign this *Covid-19 Individual Attestation & Consent* form as a condition for their participation in any activities conducted within the church.

In compliance with the State of Washington’s “Safe Start” Plan and the Episcopal Diocese of Olympia’s “Guide to Gathering in Person,” St. Christopher’s Community Church 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. Christopher’s Community Church from liability in the event of exposure or sickness.

### What is 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, and any person entering the premises of St. Christopher’s Community Church for work, worship, meetings, or other events must consent to the following practices:

* A 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.); and
* Sign this Covid-19 Individual Attestation and Consent form.

### Attestation and Consent

By signing below, you attest:

* You do not have any of these symptoms that are not caused by another condition.
  + Fever or chills
  + Cough
  + Shortness of breath or difficulty breathing
  + Fatigue
  + Muscle or body aches
  + Headache
  + Recent loss of taste or smell
  + Sore throat
  + Congestion
  + Nausea or vomiting
  + Diarrhea
* If you are not fully vaccinated, you have not been in close contact with anyone with COVID19 in the past 14 days. Close contact is being within 6 feet for 15 minutes or more over a 24-hour period with a person; or having direct contact with fluids from a person with COVID-19 with or without wearing a mask (i.e., being coughed or sneezed on).
* You have not had a positive COVID-19 test for an active virus in the past 10 days, or you are not awaiting results of a COVID-19 test.
* Within the past 14 days, a public health or medical professional has not told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection.

And you consent:

* To St. Christopher’s Community Church keeping this document on file for 21 days from the date of your signature for the purpose of contact-tracing should a Covid-19 exposure event occur.
* To the risks associated with community transmission of COVID-19 and the potential for exposure even with proper mitigation protections; and
* To St. Christopher’s Community Church providing your name, telephone number, and email address to state and/or local Public Health Agencies for the sole purpose of contact-tracing in the event that a COVID-19 exposure occurs during the time you are on St. Christopher’s Community Church premises. ***[You will be notified if this occurs.]***

I hereby agree to hold St. Christopher’s Community Church harmless and release St. Christopher’s Community Church from any and all legal liability in the event of my exposure to or sickness resulting from the Covid-19 virus while I am on St. Christopher’s Community Church premises.

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Printed Name Phone Email

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Signature Date

# **Attachment B – Covid-19 Church Cleaning &** **Sanitization Protocols**

An individual will be designated that is responsible for sanitizing the church on a regular schedule that will be established and monitored by the Bishop’s Council. In addition, this team will clean and sanitize those areas of the church that are used after each in-person Sunday service. Those who conduct other in-person activities or events in the church will be responsible for cleaning and sanitizing the area of the church that they used. They will complete a Sanitization Log that records the date and extent of sanitization.

In the event of a Covid-19 exposure during any in-person activity or event, the church will be closed immediately and CDC sanitization guidelines for re-opening will be followed that include:

### Cleaning and Disinfecting Your Building or Facility if Someone is Sick

* **Close off areas** used by the person who is sick.

o Companies do not necessarily need to close operations if they can close off affected areas.

* **Open outside doors and windows** to increase air circulation in the area.
* **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
* Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
* [Vacuum the space if needed](https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Cleaning-and-Disinfection). Use a vacuum equipped with a high-efficiency particulate air (HEPA) filter, if available.

o Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.

* Wear disposable gloves to clean and disinfect. For soft (porous) surfaces such as carpeted floors or rugs, clean the surface with detergents or cleaners appropriate for use on these surfaces, according to the textile’s label. After cleaning, disinfect with an appropriate EPA-registered disinfectant on [List N: Disinfectants for use against SARS-CoV-2external icon](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19). Soft and porous materials, like carpet, are generally not as easy to disinfect as hard and non-porous surfaces. EPA has listed a limited number of products approved for disinfection for use on soft and porous materials on List N. Follow the disinfectant manufacturer’s safety instructions (such as wearing gloves and ensuring adequate ventilation), concentration level, application method and contact time. Allow sufficient drying time if vacuum is not intended for wet surfaces.

o Temporarily turn off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units.

o Do NOT deactivate central HVAC systems. These systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve.

o Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.

* Once the area has been **appropriately disinfected**, it **can be opened for use**.

o **Workers without close contact** with the person who is sick can return to work immediately after disinfection.

* If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.

o Continue routing cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

The following sanitization protocols will be implemented from CDC Covid-19 guidelines for *“Cleaning and Disinfecting Your Facility:”*

### How to clean and disinfect

#### Clean

* **Wear disposable gloves** to clean and disinfect
* **Clean surfaces using soap and water, then use disinfectant.**
* Cleaning with soap and water **reduces the number of germs, dirt, and impurities** on the surface. **Disinfecting kills germs** on surfaces.
* **Practice routine cleaning** of frequently touched surfaces.
* More frequent cleaning and disinfection may be required based on level of use.
  + Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.
* **High touch surfaces include:**
  + Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

#### Disinfect

**Disinfect with a household disinfectant on** [**List N: Disinfectants for use against SARs-CoV-2external icon**](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)**,** the virus that causes COVID 19.

**Follow the instructions on the label** to ensure safe and effective use of the product.

Many products recommend:

* Keeping the surface wet for a period of time (see product label).
* Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

**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.

See [EPA’s 6 steps for Safe and Effective Disinfectant Use External icon](https://www.epa.gov/pesticide-registration/six-steps-safe-effective-disinfectant-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. Learn more about [reducing asthma triggers](https://www.cdc.gov/asthma/triggers.html).

* If products onList N are not available, **diluted household bleach solutions** can be used if appropriate for the surface. Unexpired household bleach will be effective against coronaviruses when properly diluted.

o 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.

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

o Ensure proper ventilation during and after application.

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

o 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 for up to 24 hours.
  + **Alcohol solutions with at least 70% alcohol may also be used.**

#### Soft Surfaces

For soft surfaces such as carpeted floor, rugs, and drapes

* **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.
* **Launder items** (if possible) according to the manufacturer’s instructions. Use the warmest appropriate water setting and dry items completely.
  + - OR
* Disinfect with a household disinfectant on [List N: Disinfectants for use against SARs-CoV-2external icon](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19).
* [**Vacuum as usual**](https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Cleaning-and-Disinfection)**.**

#### Electronics

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines

* Consider putting a **wipeable cover** on electronics.
* **Follow manufacturer’s instructions** for cleaning and disinfecting.
  + If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol**. Dry surface thoroughly.

#### Laundry

For clothing, towels, linens, and other items:

* Launder items according to the manufacturer’s instructions. Use the warmest appropriate water setting and dry items completely.
* **Wear disposable gloves** when handling dirty laundry from a person who is sick.
* Dirty laundry from a person who is sick can be washed with other people’s items.
* **Do not shake** dirty laundry.
* Clean and **disinfect clothes hampers** according to guidance above for surfaces.
* Remove gloves, and wash hands right away.

#### When cleaning

* **Regular cleaning staff** can clean and disinfect community spaces.
  + Ensure they are trained on appropriate use of cleaning and disinfection chemicals.
* **Wear disposable gloves for all tasks in the cleaning process, including handling trash**.
  + Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
  + Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area.
* **Wash your hands often** with soap and water for 20 seconds.
  + Always wash immediately after removing gloves and after contact with a person who is sick.
  + Hand sanitizer: 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.

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

* Keep hand sanitizers away from fire or flame
* For children under six years of age, hand sanitizer should be used with adult supervision
* Always store hand sanitizer out of reach of children and pets

See [FDA’s Tips for Safe Sanitizer Use](https://www.fda.gov/consumers/consumer-updates/safely-using-hand-sanitizer) and [CDC's Hand Sanitizer Use Considerations](https://www.cdc.gov/handwashing/hand-sanitizer-use.html)

**Additional key times to wash 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 (e.g., a child).

# Attachment C – Covid-19 Instructions for Eucharist Minister

These are special instructions for the Eucharist Minister role:

● Wear a mask at all times.

● Maintain social distance from others, particularly the priest. As examples, priest will be

responsible for his own page-turning and will step away so that you can move around with

the Gospel candle.

● Sit on a chair in the sanctuary to maintain social distance.

● Using antiseptic wipes provided, wipe down surfaces after use, including candle lighter and

cross.

● Do not lay out the offertory plates. Offertory will be handled alternatively.

● Do not share the lavabo bowl. Priest only will wash hands. Do not handle the lavabo towel

without gloves.

● Priest will retrieve the chalice and prepared tray of paper baking cups with communion

wafers in them and take them to alter. Maximum time to shorten social distancing during

communion with the priest at the end of service (while masked) is ten seconds.

● Only one person in the sacristy at a time. If you find someone is already in the sacristy

when you arrive, let them know of your presence and then step away to maintain social

distancing.

● Read Attachment E – Holy Communion Protocols and follow those instructions.

# Attachment D – Covid-19 Instructions for Lector

These are special instructions for the Lector role:

● A single Lector will deliver first and second lessons from the lectern. The deacon will lead

the psalm from the side chair.

*This is in order to maintain social distancing and minimize those touching surfaces.*

*●* Try to refrain from touching the surfaces around you. If you forget, do not panic, but wipe

the area down after you finish, using a disinfectant wipe provided.

● Wear your mask at all times EXCEPT when delivering lessons.

● Sit in the designated “Lector” seat, maintaining social distance from the pulpit and

others during the sermon. Keep in mind the typical movements of Priest, Vocalist (if

applicable) and Eucharist Minister. As an alternative, you may return to sit in the nave

after you have finished with all lessons.

● Once you have finished, take your designated worship bulletin with you to ready the area

for the person giving the sermon.

# Attachment E – Covid-19 Instructions for Vocalist

These are special instructions for the Vocalist role:

* One to two (1-2) vocalists will sing all hymns and other songs from a designated performance station.
* Try to refrain from touching the surfaces around you.
* Vocalists, who are unvaccinated, will be required to wear a face mask while performing.
* Vocalists, who are vaccinated, may perform without a face shield.
* All vocalists should stay at least six (6) feet apart from other individuals, and fifteen (15) feet apart when singing without a mask whenever possible.
* Sit in the choir loft in the designated “Vocalist” seat, maintaining social distance from the pulpit and others during the sermon, and proceed to the performance station when singing.

# Attachment F – Covid-19 Instructions for Greeter

These are special instructions for the Greeter role:

● Wear a face mask at all times and sanitize your hands frequently.

● Ensure all who enter are wearing face masks or face shields, sanitize their hands upon

entry, and sign-in to the Contact Tracing Book and have completed a *Covid-19 Individual*

*Attestation & Consent* form either online in Church Community Builder or for those with

limited computer capacity. If someone cannot wear a face mask due to health reasons,

make the Priest aware so that s/he can assist the individual. *While the use of masks has*

*become a political hot button, masks are required in public places and failure to wear a*

*mask will result in being asked to use outside worship options such as the labyrinth or*

*stations of the cross.*

● Ensure congregants are seated in the following manner:

o Seat individuals in pews or chairs that are marked as designated seating.

o One household may sit together in a pew or group of chairs.

o Provide a Sunday Service Bulletin in print or electronic format as appropriate.

● There will be a staffed location in the fellowship area for dropping off monetary or other

donations. Direct people to that location as needed.

● Make sure people do not loiter in and around the fellowship area. During this time, it is

particularly important that the area not be clogged with people so that social distancing

may be maintained.

● Congregants will leave the church starting with the back rows and working toward the front.

individuals with mobility limitations and their helpers will exit last. The Priest will announce

this, but please help direct traffic.

● Please ensure only one person is in the sacristy at a time.

# Attachment G– Covid-19 Holy Communion Protocols

These are special protocols for conducting Holy Communion:

* Only one person in the sacristy at a time. If you find someone is already in the sacristy when you arrive, let them know of your presence and then step away to maintain social distancing.
* 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.
  + Everyone in the service, and in the altar party, should always wear masks. Only the one speaking at any time may remove their mask.
  + 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.
  + 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.
  + 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.
  + Priest host will only be touched and consumed by the Presider.
  + No one else should stand near the Presider at the altar.
  + For distribution, the Presider will either consume the priest host before distribution or set it aside to consume after all have received.
  + Wafers are then placed in small paper cups 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.
  + After the 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.
  + Before approaching the altar, every person receiving will sanitize their hands, allowing them to dry, before going forward.
  + 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.

# Attachment H – Covid-19 Baptism Protocols

These are special protocols for administering baptism:

* For baptism, only one Presider is allowed for all manual acts, blessing the water, baptizing, anointing, etc.
* Water should not be put into the font until the actual blessing of the water.
* Only the Presider may touch the water.
* Presider will vigorously wash their hands and sanitize before the Blessing of the Water and will repeat this action before and after each baptism.
* 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.
* 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 candidate’s 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.
* Presider only anoints wearing a mask.
* 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.
* 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.
* All water, in all bowls and the font should be discarded before the ending of the service
* 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.

# Attachment I – Covid-19 Lay Eucharistic Visitor Protocols

These are special protocols for Lay Eucharistic Visitors:

* At the time of scheduling a Lay Eucharistic Visit, the Visitor will ask if anyone at the Visitee’s location has a fever or other Covid-19 symptoms. If so, the Visitor will inform the Visitee that an in-person visit cannot be conducted and make arrangements to conduct a “virtual visit” by telephone or video-meeting.
* When visiting any parishioner outside of the church, the Lay Eucharistic Visitor will be required to:
  + Wear a face mask (a mask will be provided to those who do not have their own).
  + Sanitize their hands with sanitizer that will be provided before and after the service.
  + Limit the number of attendees to not more than five individuals (who may or may not be from the same household); and
  + Stay at least six (6) feet apart from Parishioners and other household or staff members (nurses, caregivers, etc.).
* The Visitor will bring with them extra masks and hand sanitizer to be shared with Visitee, as needed.
* Upon entry to the visit, the Visitor will ask if anyone present has a fever or other Covid-19 symptoms. If so, the Visitor will immediately terminate the visit. If the visit is terminated, the Visitor will follow-up with the Visitee to conduct a “virtual visit” by telephone or video-meeting.
* Communion will be served in a small paper cup set on a table. Visitors should remain standing and avoid touching tables. Physical contact with any other person should also be avoided.
* Upon leaving the visit, the Visitor will again use hand sanitizer.
* All visits will be logged for contact tracing with names of all in attendance, dates, and times.
* The Altar Guild will prepare and sanitize the travelling Communion Kit prior to each new use.

# Attachment J – St. Christopher’s Community Church Member Request for Meeting Rooms

**St. Christopher’s Community Church Member Request for Meeting Rooms**

This form will be available in Church Community Builder for electronic submission and in paper form. The form must be filled out at least two weeks prior to the date requested. Forms will be reviewed by the Pastor/Priest, Bishop’s Council, and/or designee.

### Member Information:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daytime Phone: (\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evening Phone: (\_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Event Information

One-Time Event

Date: / / Time: From: am/pm To: am/pm

Repeat-Use Event

Start Date: / / End Date: / / Time: From: am/pm To : am/pm

Day(s) of Use: (Check all that apply) \_\_ Mon \_\_Tues \_\_ Weds\_\_Thurs\_\_ Fri\_\_ Sat\_\_ Sun

Frequency of Use: (Check one) \_\_Daily\_\_Weekly\_\_Bi-Weekly\_\_\_Monthly\_\_\_Bi-Monthly\_\_Quarterly

Expected number of Attendees: Min \_\_\_\_\_ Max \_\_\_\_ Special room arrangement? **\_\_\_Yes \_\_\_No**

Storage? **\_\_\_Yes \_\_\_No** Will alcohol be served? **\_\_\_Yes \_\_\_No**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / /

Member’s Signature & Printed Name

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Request: \_\_\_\_\_\_\_\_Approved \_\_\_\_\_\_\_\_\_Denied

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / /

# Attachment K– Application for Use of St. Christopher’s Community Church Meeting Rooms

**Application for Use of St. Christopher’s Community Church Meeting Rooms**

This form will be available in Church Community Builder for electronic submission and in paper form. The form must be filled out at least two weeks prior to the date requested. Forms will be reviewed by the Pastor/Priest, Bishop’s Council, and/or designee.

### Requestor Information:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daytime Phone: (\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evening Phone: (\_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Event Information

One-Time Event

Date: / / Time: From: am/pm To: am/pm

Repeat-Use Event

Start Date: / / End Date: / / Time: From: am/pm To : am/pm

Day(s) of Use: (Check all that apply) \_\_ Mon \_\_Tues \_\_ Weds\_\_Thurs\_\_ Fri\_\_ Sat\_\_ Sun

Frequency of Use: (Check one) \_\_Daily\_\_Weekly\_\_Bi-Weekly\_\_\_Monthly\_\_\_Bi-Monthly\_\_Quarterly

Expected number of Attendees: Min \_\_\_\_\_ Max \_\_\_\_ Special room arrangement? **\_\_\_Yes \_\_\_No**

Storage? **\_\_\_Yes \_\_\_No** Will alcohol be served? **\_\_\_Yes \_\_\_No**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / /

Member’s Signature & Printed Name

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*INTERNAL USE ONLY\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Request: \_\_\_\_\_\_\_\_Approved \_\_\_\_\_\_\_\_\_Denied

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / /