

Initial Reopening Plan – Holy Trinity (Wenonah)

Rev. 7.30.2020

Phase One: Outdoor Sunday Worship (10 AM)

Projected Date: Sunday, August 2, 2020

Office Protocols:

- The Church office will remain closed (except for treasurer, rector & organist)
- Before entering the church, rector & treasurer will check temp at home
 - If it is above 99.5, they will stay home
- If using the office, treasurer & rector will wear a mask, wipe down surfaces touched before and after they leave
- Cleaners may have access to church, but will be required to wear gloves & masks
 - Church cleaning does not need to start until Sunday Worship begins, as the building will not be used
 - However, cleaners will come in before July 8, to clean the bathrooms
 - After that cleaning, bathrooms will be sanitized after each use with instructions on how to do so posted on the door, with cleaning supplies available for use
- Offering will continue to be counted as it has since March
- No outside groups will have access to the building
 - However, AA will be allowed to visit in the parking lot following the same protocols as the church
 - They will submit a plan for approval by the diocese
 - If other groups desire to meet outside, they can create a plan and submit it for approval
- The reopening Committee will assist with:
 - Calling Church Insurance to inquire about pandemic coverage & risk
 - Calling each outside group to ask/assist with regards to regathering
 - Paul (AA) – 609.970.9327
 - Bob (Boy Scouts) – 856.745.7257
 - Jane W or Joan M (Tai Chi) – 856.294.8626 or 856.689.1600
 - Will put committee in contact with leader
 - Sean Garvin (Family Promise) – 609.405.5513

Worship Protocols:

- Sunday worship will remain **virtual** and be open for in-person services at 10 AM
 - Only the rector and one (1) altar guild member should enter the nave, chancel, or sacristy
 - After using the sacristy, any surfaces touched should be wiped down with disinfecting wipes
 - When entering, all should wear masks & gloves, keep 2-3 days btw. Enter
 - (Rector: Sun)(Organ: Wed & Thurs) (AG: Fri & Tues)
 - Worship will be Communion
 - NOTE: Due to Fr. Ben's work with DCPD, a special dispensation was given to allow Fr. Ben to consecrate and have a LEM, who follows all diocesan guidelines to distribute

- Full text bulletin will be used (set out 3 days in advance)
- Service will happen in the parking lot
- There will be instrumental music only
- Congregational singing is prohibited
- Alb & stole will be worn, LEMs (if any) will not vest
- All attendees will be required to:
 - Pre-register (preferably): will be given priority
 - Give contact information if they did not register
 - Check temperature at entrance: if over 100.5 folks will be asked to not attend
 - Wear a mask
 - Bring their own chair & prayer book (can take from church)
 - Use hand sanitizer station before service & at communion
 - Keep 6 ft apart for social distancing, only families domiciled together sitting together
 - No physical greetings or coffee hour
- After services, all high touch services must be disinfected outside:
 - Handrail, door nobs, etc.
- Bathrooms must be cleaned & disinfected after each use and after the service
 - Instructions will be left in the bathroom along with supplies necessary for cleaning
- Weekday worship will be offered on once Wednesdays: 9 AM
 - This service is designated for folks in high-risk categories who still desire to gather in-person
 - All protocols will be followed, however:
 - Bathrooms will be closed
 - Morning Prayer will take place, and switch to Communion when possible
- Sunday services will continue if weather is inclement; mid-week service will not

Communion Protocols:

- Priest will wash hands with soap and water prior to Communion
 - Priest will also use hand sanitizer after washing
- Priest will wear a mask (N95) & face shield for the eucharistic prayer
 - Priest does not need to use gloves for eucharistic prayer
- Communion will be in “one kind” (bread only)
 - Priest will have a small priest host for the consecration that they may touch in accordance with the rubrics
 - Priest will have a chalice that only they will touch and drink from
- Hosts for the consecration will remain in the ciborium during consecration, covered with a purificator
 - Priest may touch the outside of the ciborium to follow the rubrics

- At the time of ministrations, priest will again wash & sanitize hands, and then put on gloves
- The priest host and chalice will be completely consumed by the priest
- The ciborium will be used for distribution, using tongs
- People will come to the altar as domiciled family units, masks on
- Families will use hand sanitizer before approaching the rail
- The host will then be distributed, all standing
- After receiving the host, the communicant should step back from the altar, remove their mask, consume the host, then put their mask back on
- The family will then return to their seats and the next family will come forward
- No hosts will be reserved—any extra will be buried

Home Communion Protocols:

- Holy Trinity will ensure that there is equitable access to Holy Communion for those unable to attend in-person services
- Until the issues around Fr. Ben's ability to preside at Holy Communion are resolved, there are two options for home Communion visits:
 - Fr. Ben will contact folks unable to attend services, explain his situation, and ask whether they would prefer if he or someone else brought communion
 - Fr. Ben will then set-up a time to visit with the homebound parishioner, or contact a Lay Eucharistic Visitor (LEV) to do the visit in his stead
- Holy Trinity will need 2-3 LEVs to assist with the eucharistic visitation:
 - The reopening committee will suggest names of folks able to attend

Baptism Protocols:

- Holy Trinity will abide by all guidelines for baptisms at in-person worship
- Additionally, the officiant will follow the same procedures and extra precautions used during Communion:
 - Mask & face shield
 - Sanitizes before the baptism, before the blessing, before chrismation, and after the baptism (gloves will not be worn)
- Instead of the presentation of the candle, certificate, and book—they will be placed in a gift bag, waiting for the family when they arrive

Contact Tracing Protocols:

- Folks will be encouraged to pre-register for services (Eventbrite)
 - If we hit the threshold for space, pre-registers will get priority
- Folks can just show up, but will need to be recorded by the greeter
 - The priest will follow up after the service to check the list
- If they are a visitor, we need to get an address & contact number
- After each service, the rector will double check the record of attendees and keep copies in a specified location (as well as a secure, online-folder)

Notification of COVID Exposure Protocols:

- If someone attending a service discovers they have been infected with COVID-19, they agree to the following procedure:
 - They (or the contact tracer) will contact the rector
 - The rector will work with the contact tracers to produce of list of those who have been exposed (with data collected from service check-ins)
 - The rector will then notify the Contact Team (to be created)
 - That team will call to inform folks of their exposure, encouraging them to watch for symptoms and get tested at their earliest convenience
 - Folks exposed to COVID-19 will be asked to have a negative test or to self-quarantine for two weeks before returning to services
- Privacy is of the utmost importance: no personal information should be given about who was infected, but only the date and time of possible exposure
- Assuming the rector is among those who have been exposed to the virus, he will be tested as soon as possible, and no in-person services will be held until a negative result is returned or two weeks of self-quarantine lapse
- Should the rector contract COVID-19, arrangements will need to be made to host Morning Prayer outside for the Sundays he will be absent
 - A list of potential officiants for Morning Prayer should be made by the planning committee tasked with reopening

Bathroom Protocols:

- Bathrooms will be open during worship
- All doors leading to the bathrooms will be opened and not need to be touched
- Folks are to wear a mask to use the bathroom
- Hand sanitize before using the bathroom
- Wash hands after using the bathroom
- After washing hands, high touch surfaces are to be wiped down, including:
 - Toilet handle
 - Handicap railing
 - Toilet paper dispenser
 - Sink knobs
 - Paper towel dispenser
 - Doorknob inside, doorknob outside
 - Then throw out wipe
- Use marker to write time on whiteboard (leave 5 minutes between uses)
- Use hand sanitizer again
- **After the service:**
 - Volunteers will use bleach mixture to clean all surfaces
 - Leave door open & write “Disinfected” on whiteboard
 - Use hand sanitizer

Post-Worship Cleaning Protocol:

- After worship on Sunday, the outdoor space will be taken down & disinfected
 - Volunteers should wear a mask and gloves
 - Volunteers should sanitize hands before putting on gloves
 - Alcohol solution will be used on porous surfaces, bleach on non-porous
- Offering will be stored in the office, in the basin
 - Doorknobs to office will be wiped down with bleach after stored
- Tent will remain to be disinfected by the sun
- Altar will be moved into education wing & then wiped with alcohol wipes
- Railings will be wiped with bleach solution
- Doorknobs on narthex door (in/out) and education wing (in/out) will be wiped with bleach solution
- Lights by the doors in the education wing will be wiped with bleach solution
- Lights in narthex (by closet) and in hallway (by bathrooms) will be wiped with bleach solution
- Railing in narthex will be wiped with alcohol wipes
- Hand sanitizer stations will be wiped with bleach solution & stored in education wing
- Table & chair will be wiped with bleach solution and stored in education wing
- Rector will take altar materials to sacristy for AG to clean later in the week
 - Soiled linens will be collected by the AG after the service

Communications Plan:

- Email: parish wide emails will be used to relay information about reopening to the congregation
 - Information and guidelines for reopening
 - Protocols and links for pre-registering for services
 - Information for how to access services remotely via Facebook/Phone
 - Contact information for COVID-positive alerts
- Mailings: a summary of parish guidelines for reopening will be mailed to every member of the parish, with the option to sign and return to acknowledge receipt
- Website: will have a COVID-19 page where all information and protocols can be easily found
- Phone: will be used to follow up with folks who do not have access to computers and who do not respond to mailings; phone will also be used to contact the church in the event someone in attendance tests positive for COVID-19
- Signage: will be used throughout the church and worship to remind and assist folks of the parish guidelines and plans for reopening:
 - Laminated Bathrooms Cleaning Protocols for display in bathrooms
 - Welcome information, including—the need to check in, a reminder to sanitize hand, and the requirement that folks wear a mask

- Markings on the ground to assist with social distancing (spaced 6 ft apart) and flow of movement during services
- Laminated Checklist for post-worship cleaning of the space including:
 - Bathrooms
 - All items used during worship
 - Outside, high-touch surfaces

Volunteers Needed for Phase Two:

- Usher (1): This person will assist with check-in, verify each person has a mask, direct folks to hand sanitizer, point folks to alms basins
- Reopening Guide (1-2): will help folks & visitors get accustomed to socially-distanced worship, intervene if folks are not wearing masks, not maintaining 6ft distance, or any other issues that might arise, will step out of service if max attendees but visitors arrive
- Cleaners (3+): These folks will wipe down high touch surfaces following the services, will also clean the bathrooms, wipe down doorknobs, handles, lights, etc.
- LEM (1 if available): will not vest, will read all readings, psalms & POP, will remain masked & not touch mic, will not assist with communion
- Altar Guild (1-2 max): must wear mask and gloves when in church/sacristy, only 1 AG member should be in sacristy at a time, should be masked & gloved for communion prep/setup, will not use any vestments or linens
- Contact Team (3-5): this group will be responsible for notifying service attendees about potential exposure to COVID-19 during a service, and work in conjunction with the rector to notify all exposed
- Backup officiants (3-5): a list of folks willing to officiate in-person Sunday services and stand in for the role of rector if he contracts COVID-19
- Lay Eucharistic Visitors (2-3): congregants trained by Fr. Ben and provisionally approved by the diocese to bring Communion to home bound parishioners until they can resume in-person worship

Needed Supplies for Phase One

- Disposable masks (200 ct.)
- Disposable gloves (200 ct.)
 - For cleaning bathrooms at end of service & high touch areas outside
 - For distribution of Communion
- N95 for priest during communion
- Face shield for priest during Communion
- Standing, touch-free sanitizer dispenser
 - 1 for tabletop at check-in
 - 1 for Communion
 - 1 for bathrooms
- Bleach mixture (5 minutes to disinfect)
 - 1 for each bathroom
 - 1 for high touch outside surfaces

- Alcohol Wipes (5 minutes to disinfect)
 - 1 for each bathroom
 - 1 for high touch outside surfaces
- Sound System & components

NOTE: Phase Two plans will be made at a later date, taking into account the risks associated with moving inside and its correlative demands for cleaning and disinfecting