



All Saints' Episcopal Church Covid-19 Safety Protocols

Update: December 2021

The Ministry Council has revised the original regathering guidelines, dated June 25, 2020, to update our Covid-19 safety protocols to reflect the development of vaccinations and treatments, and new information about the disease.

These guidelines are consistent with the December 2021 guidelines from the Office of Bishop Megan Traquair.

WORSHIP TEAM

Set up

- Offering plate on pedestal (font stand) in center aisle
- Clear narthex desk
- Display extra masks
- Pews have been measured and blocked to encourage social distancing
- Drinking fountains (narthex, Eaton East & Eaton West) are disabled
- Books have been removed from the pews
- Recycle bins placed near each exit

Entry & Egress

- Prop open the South and North entry doors (no need to use handles); unlock the East doors
- Ushers seat visitors; regular worshipers seat themselves
- Congregation may exit via open side doors or narthex

Liturgical Considerations

- 5:00 Saturday service will be available in-person.
- 9:30 Sunday service will be available in-person and streamed live on Facebook
- Communion is distributed in one kind at a standing station at the altar rail in the center aisle
- Wine will be available by priestly intinction - if indicated by communicant, celebrant will dip consecrated wafer into the chalice then hold out a dry corner of the wafer for the communicant to take in their fingers, step aside, and receive.

WELCOME TEAM

1. Welcome people to church
2. Remind everyone that masks are required while inside at All Saints'
3. Invite people to pick up a bulletin
4. Remind folks that the plate is not passed, but will be presented at the offertory
5. Help people find a seat (especially if in wheelchair, or new to All Saints')

HEALING PRAYER TEAM

1. Healing Prayer Team remains on hiatus until close contact is safe.
2. Healing Prayer with holy unction is available at 5:00 Saturday Service.

LECTORS

1. Schedule one lector/intercessor for each service,
2. Lectern located inside communion rail; lector is seated beside the lectern

ACOLYTES & EUCHARISTIC MINISTERS

1. Acolytes & EMs will be scheduled when Holy Communion is served
 - a. Light candles
 - b. Assist with setting the Table
 - c. No chalice will be served for direct reception
 - d. Hold the chalice during communion for the celebrant to intinct consecrated wafers.
 - e. At the offertory, Celebrant and EM will depart the sanctuary to thoroughly wash their hands. Acolytes will sanitize their hands using the hand sanitizer on the credence table.

MUSIC

1. 9:30 service will include music
2. Congregational singing will be allowed at the discretion of the Rector. Hymnals will be returned to pews when congregational singing returns.
3. Masks will be required for singing, unless otherwise directed by the Rector
4. Choir members must be vaccinated and masked

ALTAR GUILD

1. Arrange flowers & maintain candles
2. Place Lector's Book on the lectern
3. Place leaflets (print 45/service)
 - a. Presider's seat
 - b. Lector's seat
 - c. EM seat (if necessary)
 - d. 36 leaflets on narthex desk
4. Stacked chalice, altar book, elements: credence table
 - a. Small (~ ¼ c.) quantity of wine in cruet
5. After each worship service:
 - a. Consecrated wine will be disposed of outside on bare ground
 - b. Chalice may be rinsed in the piscina
 - c. Excess wine may be consumed after a service in which communion in both kinds by priestly intinction is available.

CONGREGATION

1. Public recitation is minimized; congregational singing is allowed at Rector's discretion
2. Communion will be at one standing station in the center aisle
3. Wine may be received only through priestly intinction - the celebrant will dip the wafer and offer a dry corner for the communicant to take

BUILDINGS AND GROUNDS TEAM

MEMORIAL HALL

1. Most tables are removed.
2. Thirty-four chairs are positioned on the floor to maintain 6 foot spacing.
 - a. All unused chairs will be removed.
3. The kitchen is closed, with the exception of preparing coffee for Coffee Hour.
4. Hand sanitizer stations are available near entry doors.
5. Signs are posted: new maximum occupancy, instructions for sanitizing before and after gatherings, kitchen closed

EATON HALL

1. East: Tables, chair cart, and three couches are removed (to library) and off limits.
2. Chairs spaced and their locations marked.
3. West: (EHW) individual tables are separated with one chair per table.
4. Hand sanitizer stations are available near entry doors.
5. Drinking fountains are disabled.
6. Signs posted: new maximum occupancy, sanitizing instructions

SANCTUARY BUILDING

1. Godly Play materials located in carpeted area at the front of the nave (see also: Spiritual Formation, Item #5)
2. Pew locations are adjusted for maximum spacing
3. Every other pew is roped off at both ends
4. North front pew reserved for videographers' station
5. Lectern inside the communion rail
6. Tape marks to be made on center aisle and sidewalk to support distancing
7. Font stand place in center aisle for offering plate
8. Drinking fountain (narthex) is disabled
9. All books, pencils, and paper have been removed from pews - books may be returned at the discretion of the Rector.
10. The table in the Narthex is clear.
11. Hand sanitizer stations are available near entry doors.
12. A portable display for face masks distribution is available to place in narthex.
13. Signs posted outside doors, in restrooms, on water fountain

REGULAR CLEANING

1. Seats, door handles, switches, tabletops, bathroom handles and toilet seats and other surfaces that people have come in contact with will be cleaned weekly.
2. Community groups will wipe down tables and chairs before and after each meeting.

STEWARDSHIP AND FINANCE TEAM

CASH COUNTERS

1. Will wear masks covering nose and mouth and gloves
2. Will maintain at least 6' social distance (i.e. opposite ends of choir table)
3. Will wipe table with disinfecting wipes before and after usage

FUNDRAISING

1. Stewardship & Finance Team will work to develop and seek vestry approval for lower-risk fundraising events without close contact or food sharing

HOSPITALITY TEAM

As we begin to meet in person, we will make plans to welcome people to enjoy fellowship while continuing to follow safe practices.

1. The kitchen will be open for the purposes of preparing coffee.
2. When using Memorial Hall and Eaton Hall masks will be required.
3. Coffee hour will be held in-person.
 - a. When the weather permits, coffee will be served outside and we will encourage people to congregate outside.
 - b. Anyone entering Memorial Hall will be required to wear a mask and lift the mask to drink beverages.
4. A server will dispense coffee and hot water for tea. Servers will wear masks and gloves.
5. We will serve pre-wrapped snacks until the Rector determines it safe to serve food that is not wrapped and/or prepared at home. Until the mask requirement is lifted people will be asked to lift their mask to eat their food.
6. Buffet-style food/food prepared at home will not be served at coffee hour or any other Hospitality events until the tables are set up in Memorial Hall. Special exceptions may be approved at the discretion of the Rector.
 - a. Any cake or other communal food approved by the Rector must be served/plated by designated servers only.
 - b. Designated servers will wear masks and gloves.

OUTREACH TEAM

COMMUNITY GROUPS – Addendum to space use agreement

An Agreement was made by and between ALL SAINTS' EPISCOPAL CHURCH and NAME OF COMMUNITY GROUP, on DATE, and now agree to modify the terms for the purpose of slowing the spread of the COVID-19 in our community. The following additional terms and conditions apply:

1. Each person (over 2 years old) will wear a face mask covering nose and mouth at all times while on church property.
2. Each person will use hand sanitizer, and/or will wash their hands thoroughly using soap and water, upon entering the building and after using the restroom.
3. Memorial Hall "Craft Room" (kitchen) is closed. No cooking and food prep equipment (including coffee brewing) will be used. No food or drink will be served. (Personal beverage cups and snacks are allowed, but may not be shared.)
4. Materials stored in any of the rooms, including toys in Eaton Hall East, are off limits.
5. The number of occupants in a meeting room is not to exceed posted limits, as modified to maintain "social distancing" minimums observed by this church.
6. Groups using Memorial Hall are invited to use the monitor on the wall to facilitate participation of remote members using Zoom.
7. Furnishings in the meeting room are not to be moved in any way which might decrease the distance between occupants.
8. If furnishings are moved for any purpose, they must be returned to the proscribed setting by NAME OF COMMUNITY GROUP.
9. Furnishings which have been used or moved by NAME OF COMMUNITY GROUP, and shared surfaces including door handles, light switches, and bathroom fixtures will be wiped down with disinfecting wipes according to posted instructions before and after each meeting.
10. When new leaders are elected for NAME OF COMMUNITY GROUP, their All Saints' office will be apprised of their contact information.

Other terms or conditions of the original agreement are not modified, amended or negated or changed as a result of this addendum.

Dated: _____, 2021 (signatures)

THRIFT SHOP

1. All staff must wear masks inside the store.
2. All unvaccinated customers must wear masks inside the store.
3. Hand sanitizer is available at the door.
4. Signage near the front door will state: hours of operation, mask requirements, and encourage social distancing.

SPIRITUAL FORMATION TEAM

1. Online class meetings are available.
2. In-person class meetings are available.
3. Masks, covering nose and mouth, and social distancing are required for all in-person gatherings.
4. Every group which meets at All Saints' is required to leave the furniture as it has been arranged with chairs carefully spaced to preserve a safe "bubble" of social distance.
5. People who need to bring their own beverages or food may do so, but food and beverages may not be shared.
6. Children will wear masks and maintain a six-foot distance from the storyteller and other children while on the Godly Play rug. Otherwise, they will remain with their household groups. Limited shared materials will be available.
7. The library will remain closed, but the library cart may be brought to coffee hour if the Library Guild is inclined to do so.
8. Equipment to enable hybrid (in-person with online connectivity) meetings will be researched and acquired as budget allows.

OPERATIONS/STAFF COMMUNICATIONS PLAN

Publish information and updates on all platforms, including

1. Updated COVID safety requirements and procedures
2. Gentle reminders

Maintain signage

1. Wearing of masks (covering nose and mouth, all persons over 2 years of age) and "social distancing" are required at all times
2. Minimum social distance (6' or more)
3. If you have a fever, or if feel ill, please go home now
4. Maximum Occupancy (EHE, EHW, MH)
5. This drinking fountain has been disabled.