

June 2020

## Regathering Plan Saint Gregory of Nyssa Episcopal Church

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Date of Completion: June 21, 2020



June 2020

## Contents

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Introduction	5
I. Description of buildings and grounds	5
1. Description of buildings and grounds:	5
2. Outdoor spaces that could be used for worship	6
3. If gathering outside on your site is not possible, could you collaborate with another congregation to worship/meet at their site?	7
4. Ventilation: How will you maximize ventilation in your indoor sanctuary?	7
5. Other considerations particular to your congregation	8
None at this time.	8
II. Description of regathering preparations, maintenance protocols, and worship	9
A. On Site Hygiene	9
1. What cleaning supplies will you need to have on hand? Where will it be stored and who will have access to that space?	9
2. Do you have adequate cleaning service for your site?	9
3. Will you need to increase number of cleanings?	9
4. Will you need to create new protocols for cleaning? If so, where will they be posted/how will they be communicated? To whom do they need to be communicated?	10
5. If you have multiple worship services, who will sanitize common surfaces before and after?	10
6. If microphones are used, how will you sanitize them after use and who is responsible for the cleaning?	10
7. Other considerations particular to your congregation	10
B. Personal Hygiene & Wellness Practices	11
1. How will you communicate to the congregation the guidelines concerning who may not attend in person (those in a vulnerable category, those with any COVID-19 symptoms, those who have had any contact with COVID-19 within last 14 days, etc.)?	11
2. How will you communicate the mandated wearing of masks?	11
3. Will you have disposable masks available to hand out as needed?	12
4. How will the need for hand-sanitizing be communicated and facilitated?	12
5. Other considerations particular to your congregation.	12
C. Physical distancing for staff and congregation	13

**June 2020**

1.	Will you be able to maximize room for spacious flow and minimize movement in small spaces (bathrooms, corridors, sanctuary aisles, entry ways, etc.)?	13
2.	Other considerations particular to your congregation.	13
3.	How do you plan to create room for at least 6 feet between individuals or groups?	13
D.	Worship practices	14
1.	How will you prepare your congregation’s expectations of the new worship guidelines?	14
2.	What services will you be offering initially? List the type, day of the week, and time of day.	14
3.	How will you manage any number restrictions (RSVPs for example)?	15
4.	Will there be music? Who will make it and how?	15
5.	With no touching, what will your plans be for the collection plate?	16
6.	How will congregants follow the service? Will paper or electronic materials be made available? If paper, how will their distribution avoid contamination and spread of germs?	16
7.	Has shortening your services been discussed?	16
8.	Other considerations particular to your congregation.	16
E.	Children & Youth	17
1.	Will you incorporate children in your worship?	17
2.	If children and youth serve (acolytes, readers, ushers, etc.) who will communicate safety protocols to them, how will these be communicated, and who will ensure they follow the protocols?	18
F.	Coffee hours and other shared meals (stage 4)	19
1.	Please specify as best as you can at this point your plans for post-worship socializing when it becomes possible. Guidance will follow as restrictions ease.	19
G.	Ministry with the Vulnerable & Homebound	19
1.	How are you currently ministering to this group?	19
2.	How will you continue to do so when in person gatherings are possible?	19
3.	Other considerations particular to your congregation.	20
III.	Finance and office procedures	20
1.	Evaluate your success in shifting to online donations.	20
2.	How many people use your offices?	20
3.	How often will those people be on site? Will they be alone or together?	20
4.	How will you ensure adequate ventilation?	20
5.	What hygiene requirements will you have and how will you communicate them to people using the offices?	20

**June 2020**

6. How will you ensure that all staff are aware of regathering policies and that they follow them?	21
7. Other considerations particular to your congregation.	21
IV. Church meetings	21
1. Which meetings will you be able to continue holding virtually?	21
2. Other considerations particular to your congregation.	21
V. Protocols for service in the community	21
1. Are the essential services being provided or managed by your congregation following city, county, and state guidelines?	21
2. Are the nonprofits hosted in your space following city, county, and state guidelines?	21
3. Do you have written confirmation of compliance with regulations for these groups?	22
4. Who is the staff liaison for these groups?	22
5. Other considerations particular to your congregation.	22
VI. Outside groups wanting to use church's facilities (in accordance with all above decisions)	22
1. Which groups will you allow to return in this upcoming phase? Do you have a reliable contact person for each of those groups?	22
2. Is meeting outside possible for them?	23
3. How will you communicate your expectations of hygiene, physical distancing, and group size (under 25 people) to each group?	23
4. Will you expect them to sanitize the space (including bathrooms) when they arrive and/or before they leave? How will those expectations be communicated?	23
5. How will you ensure that they follow through with hygiene protocols?	23
6. What will the agreement that you draw up for use with them include?	23
7. Other considerations particular to your congregation.	23
Appendices	24
References	30

June 2020

## Introduction

This serves as an “executive summary” document prepared for submittal to the diocese. Further detail will be provided as needed, for communication with the congregation and as rules change.

We will regather once approved by Bishop, and the Rector and Vestry have determined that reentry is appropriate.

Thankfully, much of our public health messaging is coherent with “love of neighbor”. We wish to express that we will endeavor to minimize the risks inherent to loosening physical distancing. While the degree of risk we will face through thoughtful gathering should be small, there may be unknown characteristics of the virus and chance happenings that unexpectedly increase the risk of in-person worship.

## I. Description of buildings and grounds

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### 1. Description of buildings and grounds:

The main worship space at St Gregory’s, which is the only significant indoor assembly space, has a legal capacity of 548 people. It is an effectively undivided volume which we typically treat as two spaces: a seating area (individual chairs but no pews or fixed seating) and an altar/rotunda area for standing worship.

Additional rooms circle the altar/rotunda area including a chapel, the kitchen, a small meeting room, and a vestry. Other activities take place in the adjacent administration building, which includes the main bathrooms. We can close off the offices and classrooms in that building while preserving access to the bathrooms with any waiting line for them occurring outside. We can also close off two of the four support spaces in the main building and restrict access to the kitchen and vestry to the absolute minimum necessary.

Figure 1 shows the interior of the worship building. Appendix A includes additional building drawings.

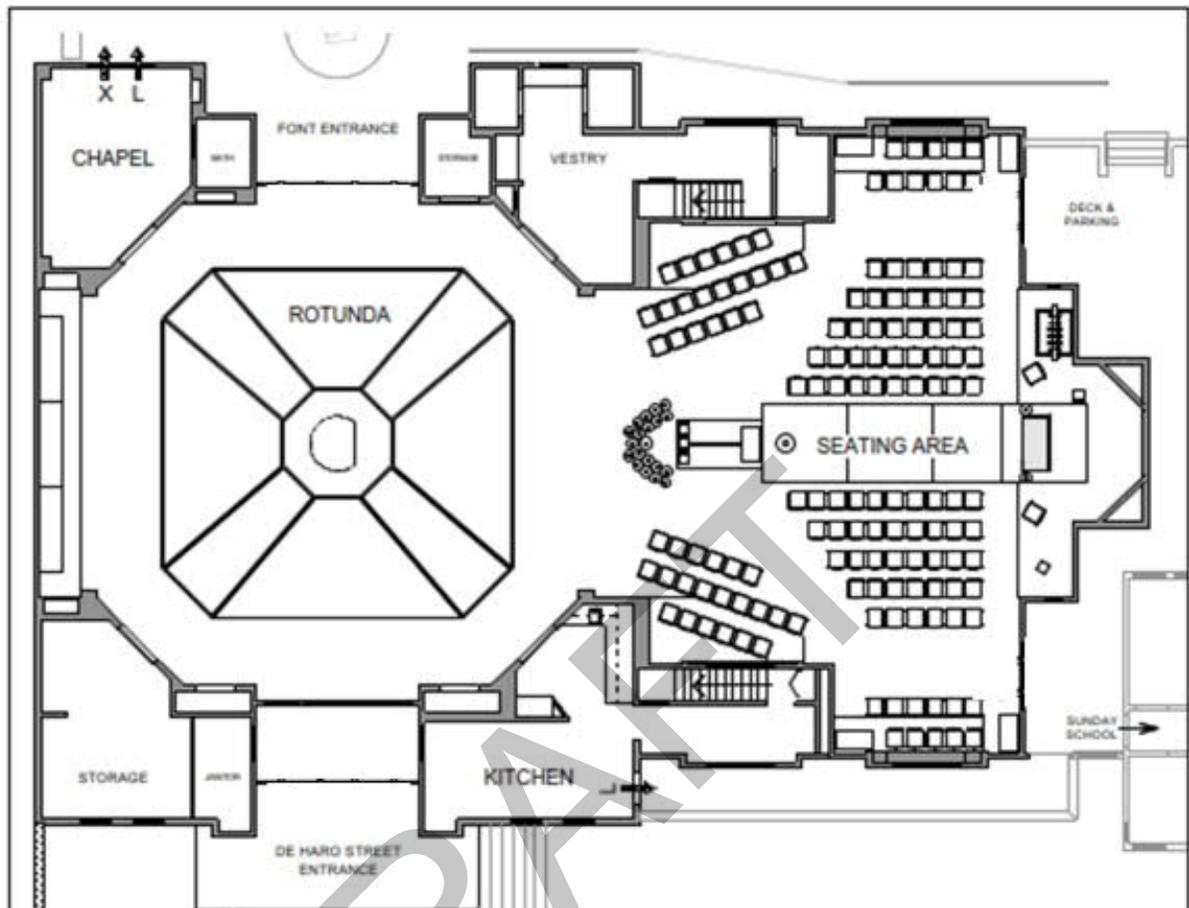


Figure 1 Saint Gregory of Nyssa Interior Worship Areas

**2. Outdoor spaces that could be used for worship**

There are two possible spaces for meeting outdoors, both are shown on Figure 2. One is the front steps and sidewalk area, and the other is our small courtyard / parking lot NW of the sanctuary. The first has the advantage of relatively easy access and the strong disadvantage of an uneven surface, since there is little space that is not sloped or broken by stairs. The second space also offers direct access to the street and could be cleaned up somewhat from our ongoing renovations to accommodate a small assembly with physical distancing.

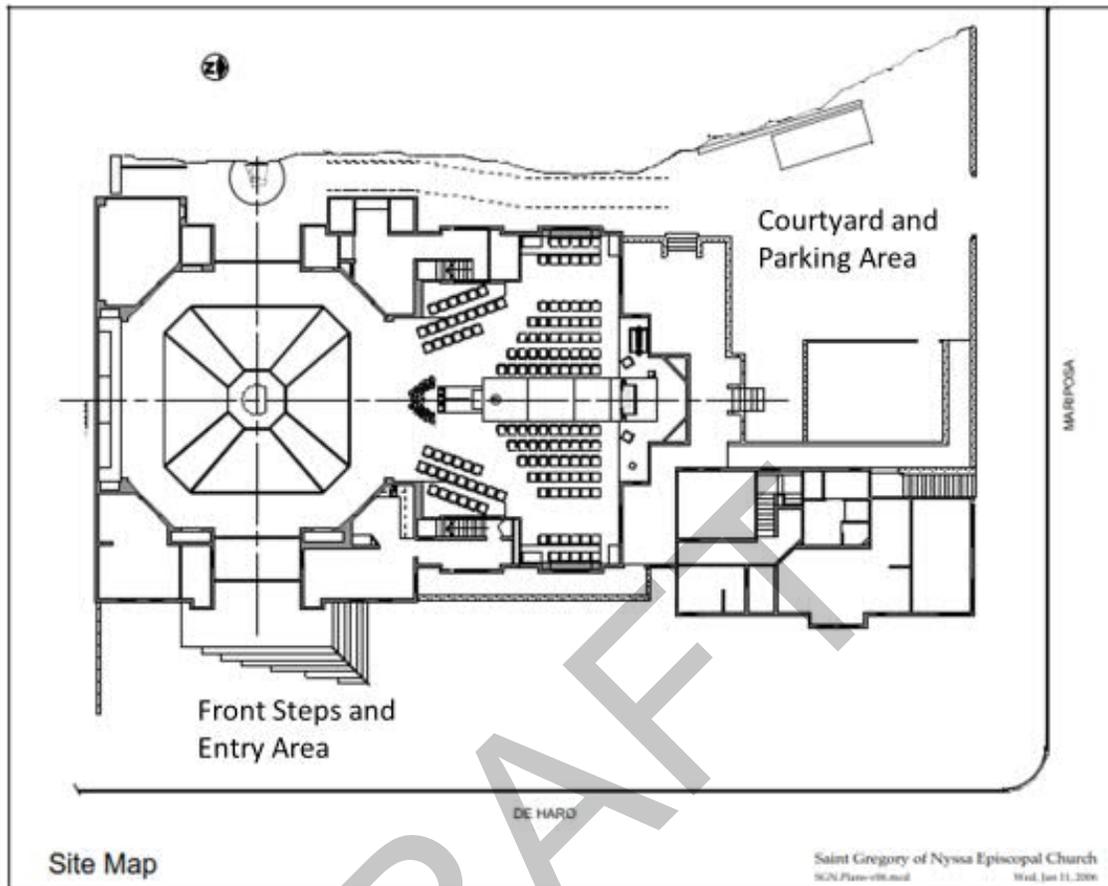


Figure 2 Saint Gregory of Nyssa Outdoor Areas

3. **If gathering outside on your site is not possible, could you collaborate with another congregation to worship/meet at their site?**  
 Not that we have determined at this time.

4. **Ventilation: How will you maximize ventilation in your indoor sanctuary?**

We will support as much outside air ventilation as possible by opening as many doors open as possible. On less windy days we will consider addition of large fans. Natural ventilation is fairly good throughout most of our facility. The main space has two sets of 4 doors each set across the room from other on the east and west sides respectively, which can be propped open for cross breezes. There are additionally two sets of double doors spaced well apart at the north end of our usual seating area. The necessary support rooms described above all have at least one operable window or door that can be open while the building is in use.

The Church's existing mechanical system is a forced air system. Air filters on the furnace(s) can be changed and upgraded for greater filtration. That system can be timed to turn on prior to building occupancy to pre-filter the air. We would

**June 2020**

expect it to continue to operate during and after services for a predetermined period of time. Additional free standing filtration units with HEPA filters can be placed in the restrooms and offices.

**5. Other considerations particular to your congregation**

None at this time.

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June 2020

## II. Description of regathering preparations, maintenance protocols, and worship

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Taking into consideration, both the most recent California state regulations <https://covid19.ca.gov/pdf/guidance-places-of-worship.pdf>, those from Bishop Marc that will continue to be updated <https://diocal.org/covid-19-advisories>, and any other local regulations that require attention (see page 5), describe how your congregation will address both the advance preparations for regathering and the ongoing maintenance of the new protocols once regathered.

You may find it helpful to organize your response in the following categories:

### A. On Site Hygiene

**1. What cleaning supplies will you need to have on hand? Where will it be stored and who will have access to that space?**

Our janitorial closet is well stocked and is typically not locked (and opens with an interior key which is easy to find on a Sunday morning). The Sexton keeps a square bucket in the janitorial closet that contains the cleaners/solvents, paper towels, and gloves. More supplies such as gloves can be found on the east shelf of the janitorial closet.

The Sexton has verified that the cleaning materials provided are approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions. Workers and volunteers using cleaners or disinfectants should wear gloves or other protective equipment as required by the product instructions.

There is also space in the bathroom closets / cabinets for cleaning supplies. Additional hand soap, paper towels, disinfectant wipes and receptacles for used paper towels will be provided at each bathroom, with a new receptacle for used paper towels and wipes provided outside each bathroom door.

**2. Do you have adequate cleaning service for your site?**

The Sexton is currently cleaning once a week on Fridays in preparation for the pop-up Food Pantry on Saturdays since the building is otherwise closed. He will begin a full cleaning routine again the week before services open, or the week before the office reopens. The church is cleaned by the Sexton on Mondays cleaning up after Sunday services, and again on Friday after the weekly activities are completed.

**3. Will you need to increase number of cleanings?**

If we begin having one or more mid-week service, we would have the Sexton cleaning between them. If we have multiple services on Sunday, cleaning will need to be done by members. We will need to provide cleaning after the Saturday Food Pantry for areas used by Food Pantry volunteers. The Sexton will

June 2020

provide a checklist and cleaning protocol for use by the volunteer cleaners as described in item 5 below.

The new cleaning protocols include the regular disinfecting of high touch surfaces as well as self-cleaning of restrooms and monitoring of restrooms. High touch areas include those such as door handles, light switches, keypads, conference tables etc. There are disinfecting wipes at the church for disinfecting the high touch surfaces. Our existing twice weekly clean is above average for a church of our size and limited non-staff events. Self-cleaning supplies and instructions will be included in the restrooms. The volunteer restroom cleaners will monitor the restrooms and perform cleanings as required.

All cleaning materials required will be restocked as needed by the Parish Administrator.

**4. Will you need to create new protocols for cleaning? If so, where will they be posted/how will they be communicated? To whom do they need to be communicated?**

Signage and protocols will be provided for cleaning of high touch surfaces. We will reduce/simplify physical items (number & with attention to material) that people encounter as part of experience at church to ease cleaning. Should a cleaning be required on the weekend, the Sexton will prepare bathroom cleaning protocols for use by volunteers.

**5. If you have multiple worship services, who will sanitize common surfaces before and after?**

Should multiple services be held on the weekend, a Rota will be prepared for a minimum of two volunteers each weekend to commit to cleaning the high touch surfaces and bathrooms (two in the education wing, two in the worship building) between the services. The cleaning protocols described above will be provided in laminated form in each bathroom and on checklist form on a clipboard posted near the cleaning bucket in the janitorial closet.

**6. If microphones are used, how will you sanitize them after use and who is responsible for the cleaning?**

Should microphones be used, the liturgical leaders will be responsible for cleaning them and returning them to storage after use.

**7. Other considerations particular to your congregation**

When we return to renting to outside groups, the Parish Administrator will work with our renter, and when applicable, the site monitor for the rental, to determine responsibilities for cleaning, depending on the day of the week and the adjacent activities. Sinks will be well stocked with soap and towels.

Wash Alb after each service, at the highest water setting possible. Staff and liturgists should wear gloves when handling others' dirty linens.

This committee will do a walk-through of worship and also have an unprepped visitor come to the space. We will monitor/record all points of contact to identify how to minimize contact (e.g. keeping doors open) and what needs be on cleaning checklist. We will explore the feasibility of making bathrooms single-user

June 2020

and gender nonspecific and will define queuing areas which facilitate physical distancing.

## B. Personal Hygiene & Wellness Practices

### 1. How will you communicate to the congregation the guidelines concerning who may not attend in person (those in a vulnerable category, those with any COVID-19 symptoms, those who have had any contact with COVID-19 within last 14 days, etc.)?

Our communication, through our weekly emails and continually updated Social Platforms to the congregation will continue to provide the updated protocols as provided by Federal, State and Diocesan guidelines. We will continually strive for sensitivity and our desire for the health of the community and its well-being.

Using email/social media, signage (targeted for visitors) as you approach church, and as part of screening process prior to entry. In those communications, we will be firm about not putting others at unanticipated risk (e.g. by attending with symptoms, suspected contact, or improper mask usage).

Asymptomatic, mask-wearing, individuals without suspected high risk exposure may choose to accept greater risk to their own person (e.g. senior adults, medical comorbidities). We will aim to communicate that people should be mindful that their accepted personal risk is also a risk they are giving to anyone in contact with them (family, friends, coworkers).

At the door, we will incorporate a modified screening checkoff from our local health systems to identify anyone who should not participate in person because of symptoms or recent exposure. In general, those we would require to stay remote include current fever, current symptoms consistent with COVID, current self-isolation requirement by county or state public health department (e.g. known recent exposure).

Greeters/screeners should have information on how/where to refer anyone who has symptoms for testing.

Our leadership and our greeters should also have information to provide for isolation - including offer of church community support if we are willing to provide (e.g. assistance delivering groceries, meds, pet care during self-quarantine).

We anticipate that we may need for more than one greeter to keep screening (and contact tracing info collection) lines uncongested. These persons ideally will be savvy to provide tailored guidance for optimizing our care for one another during the service.

### 2. How will you communicate the mandated wearing of masks?

In addition, the above described, electronic communication, on a regular basis, signage at the entrance and within the interior/exterior space will be utilized. A volunteer, wearing mask and gloves, will be at the entrance to assist in the communication.

June 2020

**3. Will you have disposable masks available to hand out as needed?**

Disposable masks will be made available, at the entrance, by an assigned volunteer, with attention to the proper wearing of the mask, as needed.

When available, reusable masks (e.g. crafted by congregants) may be given away. It is important that either disposable or reusable masks are easy to use, effective, and comfortable for 1+hour.

**4. How will the need for hand-sanitizing be communicated and facilitated?**

As described in the above section, hand sanitizer shall be easily available, placed strategically near our normal entrance as part of the new entry ritual. Hand sanitizer and wipes will also be located at other high touch areas. Appropriate signage can also be placed in the space, describing their use and method of application.

**5. Other considerations particular to your congregation.**

Our congregation has already been very engaged in effectively communicating and discussing the ever evolving protocols surrounding COVID-19, with love and care for the health and well-being of not only our congregation, but for the community at large. This will continue and be available to all who come to St. Gregory of Nyssa.

Vocal, visible modelling of behavior by congregants/staff may be helpful (staying home due to minor snuffle that can't be sure wouldn't put someone at increased risk).

Saint Gregory's has welcomed pets to services; however, this practice will be put on hold during Covid time due to the temptations that pets would provide to break social distancing requirement.

Congregants should be pre-advised, and leaders/community should be empowered to indicate with signal/word when mask adjustment needed (since slipping below the nose is a common problem).

We will utilize the Chapel as a location to isolate a person or family if someone shows symptoms after entry and can't immediately leave church. The Chapel has a separate exit from the building, which eliminates inadvertent contact with the isolated person. The street pick-up point closest to the Chapel is not near the public entrance into the building.

We will consider adding a couple of sets of PPEs (for people who are knowledgeable in their use) into our first aid kit: gloves, face shield, mask (N95 not necessary if not doing aerosolizing procedure) and disposable gown. These could be kept near the first aid kit in case for any reason we have to be dealing with an ill person while waiting for assistance to arrive.

For access management we will identify a method to retain room for visitors – as our siblings in Judaism do at the Passover Seder, leaving an empty chair for Elijah. If we have more persons than can safely be accommodated, we will

June 2020

establish a process to ask regular members to move to an overflow venue or attend the later or recorded or streaming service.

Based on supplementary guidance from the Diocese, city, county, state, CDC and/or WHO, we may modify our service size by acceptable risk based on local prevalence of disease. Simply put, in times when there are very few new cases in Bay Area, accounting for total population, larger services are less risky. Increases in service size exponentially, rather than linearly increase risk of disease spread.

### C. Physical distancing for staff and congregation

#### 1. Will you be able to maximize room for spacious flow and minimize movement in small spaces (bathrooms, corridors, sanctuary aisles, entry ways, etc.)?

We will provide direction for one-way access to the worship areas, for physical spacing within worship areas, and for one-way movements to reduce contact in access to restrooms. Signage and markings will be provided. Outdoor queuing locations will be provided for safety.

#### 2. Other considerations particular to your congregation.

Portions of our service are done while standing. The areas where these portions are done will utilize floor/pavement markings to indicate physical distancing. The areas where the congregants normally are sitting will have seating arranged as described below.

#### 3. How do you plan to create room for at least 6 feet between individuals or groups?

1. All persons entering for service should be screened at door
2. When provided seating will be set so that individuals sit 6 or more feet apart in all directions. Mark appropriate distance at each space with tape.
3. People who live together from one household may sit together
4. Seating areas will be set to allow various sized areas for family/households
5. Maintain "x" number of seats unassigned for drop-ins or unexpected visitors; "x" number of areas for folks who may be physically challenged.
6. Masks to be worn at all times.
7. Wear cloth, non-surgical, face masks while at church.
8. Continue on-line services
9. People 65 and over or in high risks categories should consider not attending services in person at this time, but if they choose to, they may as long as they follow physical distancing guidelines.
10. If necessary, to manage access, we will develop a sign-up process for congregation to attend service.
11. Assign one point of contact for social distancing questions from congregation and serve as resource for information
12. Follow CDC, State, County, City and Diocese established guidelines for social distancing.

June 2020

13. Rollback Process: If there is a need to rollback these distancing guidelines either because of a spike in virus cases among the congregation or because of directives from the Diocese, CDC, State, County or City government/s, SGN social distancing guidelines will be reviewed to ensure they are consistent with those directives.
14. GUIDELINES SHOULD BE PUBLISHED AND COMMUNICATED TO CONGREGATION IN AS MANY FORMATS AS POSSIBLE.

## D. Worship practices

### 1. How will you prepare your congregation's expectations of the new worship guidelines?

- At St. Gregory's, we make church together. Ours is a community-based practice of worship; everyone is a stakeholder in creating the liturgy.
- Once we have our new worship guidelines in place, we will regularly communicate with St. Gregory's members using our weekly email newsletter, explaining what we plan on doing and why we are doing it.
- In addition, we will hold regular forums for anyone who is interested in sharing their experiences of our worship practices. St. Gregory's has a long custom of asking the question "What did you see?" when it comes to worship, and we will continue asking the question.
- Further, we will plan for ongoing innovation in our worship practice, letting people know that we are trying new things, learning from our efforts, making adjustments as we learn, and taking up new practices as a result.
- In summary:
  - Everyone is a stakeholder in making the liturgy.
  - Communication is essential to our practice.
  - Sharing experience is how we evaluate worship.
  - Innovation is at the heart of our practice of the liturgy.

### 2. What services will you be offering initially? List the type, day of the week, and time of day.

- Sunday: once we are permitted to re-enter the church building for worship, the primary liturgy will be Morning Prayer. We anticipate holding two services at 8:30 and 11:00 AM, although we may begin with only one service.
  - Sunday: the two "in person" liturgies will be live streamed for synchronous participation as well as recorded for later viewing.
- Sunday: The Zoom hosted Morning Prayer liturgy will continue to be broadcast at 10:00 AM and will be broadcast from the church as well as participants' homes.
- Daily Morning Prayer will continue to be hosted from parishioners' homes daily at 7:30 AM on the Zoom platform.
  - Once the office reopens, in person daily Morning Prayer will resume in the church at 8:00 AM.

June 2020

- Friday Noonday Prayer will be held weekly at 12:00 PM and broadcast from the church or the rector's home on the Zoom Platform.
  - Monthly Evensong will continue on the second Thursday of the month at 7:30 PM, broadcast from parishioners' homes.
  - As restrictions are lifted, the two Sunday morning services in the church building will revert to eucharistic liturgies with appropriate safety protocols. An additional eucharist may be added either on Saturday afternoon or Sunday evening.
    - The additional eucharistic liturgy will be specifically for people who are in vulnerable communities (i.e. immune-compromised, older adults, etc.)
- 3. How will you manage any number restrictions (RSVPs for example)?**
- Because we prioritize welcoming the stranger in the liturgy, we will begin by assuming that there will always be someone we do not yet know joining us for the Sunday services. In practice, this means we will leave 5% of available seating empty for visitors.
  - When we announce the new schedule, we will let our members know that, in the spirit of welcoming the stranger, it may be the case that some people will have to leave the church building and watch the live stream from another place (a class room, their cars, outside, etc.).
  - Our regular attendance at either of these morning services has been below 100 people, and we expect that number to be lower once we reopen due to a number of people who will not want to gather in person because of personal health concerns.
  - We will ask members to choose which service they plan on attending and stick with that choice until we are fully able to be together in the building.
  - As more people feel comfortable and safe returning to in person services, we may add services to our weekend worship schedule.
  - In summary:
    - We welcome the stranger and always make space for them.
    - We practice hospitality by making room for others, even if we have to go outside the building.
    - We share authority by giving people a way to make choices that serve the needs of the whole congregations.
    - We seek transformation by learning new ways of being together in community.
- 4. Will there be music? Who will make it and how?**
- We will continue to have song in the liturgy.
  - Our music director will gather groups of four singers to sing hymns, anthems, and other musical offerings every week at the Sunday services.
  - The congregation will not sing inside the church building but may intone the "Ison" (drone) as long as they are masked, and their lips are sealed.

June 2020

- Musicians will use distancing, masking, and/or face shields and will stand in the most well-ventilated parts of the church to sing.
  - The Sunday services will begin and end outside the building, people will be physically distant from each other and congregational singing will take place. We will wear masks while we sing outdoors.
  - We will enter the church building with drumming, and other rhythm instruments. This entrance procession will not feature singing and will observe appropriate physical distancing.
  - At the conclusion of the service, we will exit the building by the doors nearest the front, proceed down the sidewalk behind the building, and have a dismissal song on the parking lot before leaving the property by the back gate.
  - In summary:
    - Music inside the building will be by a quartet, using PPE as needed.
    - No congregational singing inside the building, but outside singing with physical distancing will be permitted.
    - The congregation may intone the Ison if masked.
    - We will make greater use of drumming, other percussion & any non-wind instrument (more accordion?).
- 5. With no touching, what will your plans be for the collection plate?**
- As we customarily do, people will leave their offerings of money in a basket on the altar-table.
  - We will encourage everyone to continue electronic giving from home.
  - We will have a touchless online donation center available as well, using PayPal.
  - We will have the Treasurer and at least one observer count the collection, record and prepare the deposit wearing gloves.
- 6. How will congregants follow the service? Will paper or electronic materials be made available? If paper, how will their distribution avoid contamination and spread of germs?**
- We will make use of paperless music, call and response music, and the like when we are singing outdoors.
  - We will not have music books, leaflets, or handouts in the church.
  - If we need to use paper leaflets they will be distributed by a single, gloved volunteer at the entrance.
- 7. Has shortening your services been discussed?**
- The services will be no longer than 45 minutes, and we will attempt to keep them at 30 minutes.
- 8. Other considerations particular to your congregation.**
- Because embodied prayer is a first principle of worship at St. Gregory's, we will use liturgical innovations that are embodied but do not require person-to-person touch. Examples will include:

June 2020

- Using Syrian prayer gestures at the Lord's Prayer (bowing, kneeling, prostration, standing).
- Julian of Norwich embodied prayer (hands cupped, arms raised, hands on the heart, arms extended).
- Procession prayer (walking 6-feet apart in lines through the church with drumming and intercessions).
- St. Patrick's Breastplate with gestures (arms reaching forward, backward, to the right, to the left, above, below).
- New forms of embodied prayer that we don't yet know.

Speaking while wearing mask seems low risk and may soon allow for congregational response as more data/experience is gained, with diocesan approval. Similarly humming may be an option.

## E. Children & Youth

### 1. Will you incorporate children in your worship?

- Yes, we will incorporate children in our worship.
- We will not set children aside into a separate group. It is important for them to engage, as possible, multi-generationally; and it is important for our community to engage with them, too. Putting them in a separate group may also make it harder to control and restrict their physical interactions.
- It is important that children—and their parents feel welcomed. We want *whole* families with us!
- “No thank you” is a complete sentence. While we want families with children to feel welcome and involved, we also want it to be okay for parents to opt out of the options for their children to engage—within limits. We must support the overall wellbeing of our overall community.
- While in past years St. Gregory's has parented as a community, we will have to lean away from this in order to adhere to social distancing/safety guidelines. This will need to be communicated explicitly to the community.
- Our greeters will need to be equipped with guidelines to communicate to parents upon entry.
- These guidelines will evolve based on community input, and the health conditions of the community. Nevertheless, we will prioritize youth and children to be a part of our church rituals.
- We will incorporate children and youth in our worship in the following ways:
  - For older children (youth), we will encourage them to participate in the service as readers
  - In order to reduce the likelihood of younger children inadvertently engaging in physical contact, and to reduce the burden of worry and care on parents, we will seek to *increase* younger children's involvement in worship.
  - We will ask a/the younger children in the organization to carry the smaller/removable-staff Coptic crosses and lead the procession at the beginning of church. We will sterilize the crosses after every service.

June 2020

- We will explicitly draw “safe circles” so that we are all aware of what is “our” space to occupy. This will help make visual and less subjective to children what their boundaries are. In order turn the circles into a positive space, and not just a barrier or restraint, we’ll also (indoors) paper the circles or (outside) denote the circles with chalk. We will have some art supplies available, but we will encourage people to bring from home. We will invite children to create during the service; and for people to observe the art as they exit our space. We think the visible, physical barrier will reduce children’s’ likelihood of sharing, physical engagement. We will sterilize any art materials after the service.
- We will distribute instructions (“Making Instruments” book for example) for families to make their own musical instruments and bring them to the next service they attend. We will place printouts of the instructions in Ziploc bags for a week in order to sterilize; the bags with photocopies will be handed out; (photocopy/print out in Ziploc bag for several days) We will also distribute these instructions via our email newsletter. We will ask children to play their instruments at specific moments of the service, so that we can all enjoy some music!
- In order to welcome the stranger, we will invite children of newcomers to add incense to our incense bowl via use of individual spoons. This will require the censor to engage with the parent of the child, in order for the parent to help the child, and avoid physical contact.
- In order to engage children in the multi-generational aspects of our community, and as an opportunity for connecting our homebound members, we will ask children to pick names and make cards for our homebound members. We will include an addressed, stamped envelope. We will address and stamp the envelopes and place them in a Ziploc bag 1 week in advance of the day of distribution to serve as sterilization.
- We will reserve separate spaces for people to “switch into” (Fabian room?) if being in a group environment makes it difficult to restrain physical contact.

**2. If children and youth serve (acolytes, readers, ushers, etc.) who will communicate safety protocols to them, how will these be communicated, and who will ensure they follow the protocols?**

Whoever is giving the work away will need to communicate safety protocols to the child or youth who is serving. While we will rely on parents for primary, communication around protocols, they cannot be solely responsible for the execution of them. In order to ensure safety of children, youth, and all our community, the worship leader for the day will be responsible for compliance.

- Children & youth will need some training/structure *in advance* of serving; we will not be able to rely on ad-hoc training for participation. We will plan on a monthly training session.
- Contrary to past practices at St. Gregory’s, we will limit participation in traditional “serving” to older children, as it we expect it will be easier to train them/for them to remember the instructions.

June 2020

## F. Coffee hours and other shared meals (stage 4)

**1. Please specify as best as you can at this point your plans for post-worship socializing when it becomes possible. Guidance will follow as restrictions ease.**

Requiring masks without removal for eating, drinking, speaking, singing is anticipated until herd immunity is acquired through vaccine (>1 year) or data modifying our understanding of relative risk of these behaviors. Therefore, for an extended period of time there will be no food or beverages served, not meals, and any post worship socializing will be delayed until future stages of reopening.

## G. Ministry with the Vulnerable & Homebound

**1. How are you currently ministering to this group?**

We have we set up the following structures since mid-March:

**Communication:** We use weekly emails and zoom church announcements to provide the most current available information and recommendations to all parishioners. Besides using public information and Diocesan guidance, we consult with medical professionals in the community. We make sure that parishioners who don't use technology get individual telephone calls.

**Contact:** We drew a list of all parishioners with known risk situations, including mental health challenges and housing insecurity. For those without a robust household support structure, we assigned members of our vestry or established lay pastoral team to stay in frequent contact by telephone or email. We anticipate maintaining this over the longer term, as good community pastoral ministry. With permission, we share prayer requests or desires for contact in the community, so that isolated parishioners receive calls or emails from several people. Where appropriate, we enlist homebound people as callers so that they continue to experience both giving and receiving support. The Rector regularly invites parishioners to reach out to him for pastoral support, via telephone or email.

**Practical support:** When vulnerable parishioners need transportation for non-Covid medical attention, grocery purchases, errands run, etc., we find nearby, low-risk parishioners to assist. Parishioners have made gifts targeted for pastoral support, so that we've been able to handle several emergency financial requests from available resources. We communicate the availability of emergency funds to the community regularly and have adequate funds on hand to meet needs.

**2. How will you continue to do so when in person gatherings are possible?**

As we begin to re-open for in-person worship and other gatherings, we intend to continue making remote participation available for anyone who desires it, without labeling it as 'for the vulnerable.' We believe that it will be a good ongoing tool for evangelism and more flexible access within the community, and have invested in equipment to facilitate remote participation

June 2020

**3. Other considerations particular to your congregation.**

We are beginning to set up the limited social circles allowed under reopening guidelines for ongoing in-person pastoral visits, so that vulnerable people can have ongoing in-person contact. Because our Rector's & Associate Rector's exposure will necessarily be wider, we will give priority to 1-on-1, ongoing visiting relationships whenever possible, rather than using them in this role. With proper precautions, staff clergy will give priority for personal visits to parishioners in critical pastoral need. They will continue to do their broader pastoral ministry remotely as much as they judge appropriate to the individual situations.

We continue to listen to determine if we are adequately organized and available to assist our neighbors with increased challenges posed by this crisis (med pick-up delivery, food, shelter (any building space available)).

### III. Finance and office procedures

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**1. Evaluate your success in shifting to online donations.**

We believe we have the ongoing stream of gifts to cover current costs, with sufficient reserves to cover a predictable shortfall. Over the past several years, the proportion of gifts coming via the plate had already fallen to under 20%; most gifts come either by recurring credit card or mailed check. Since March, most plate givers have started mailing checks or giving online. So, our giving stream is holding very near accustomed levels. We will lose most of the approx. 7% of our total projected income that comes from space rentals. Much of that will have been offset by reduced expenditures on supplies and utilities during our period out of the building. We began the year with about \$175K in accumulated operating funds in reserve, not counting about \$55K in emergency reserves.

**2. How many people use your offices?**

Five people will regularly be using our building for church staff functions, three of whom are part time. With the exception of a new Associate Rector joining staff July 1, each has been in place and observing shelter protocols personally and in their households since March. Each has committed to maintaining at the conservative end of allowed activities as re-opening progresses. Where possible, we will continue to stagger staff time in the office to minimize overlap.

**3. How often will those people be on site? Will they be alone or together?**

See above

**4. How will you ensure adequate ventilation?**

We will use outside air (open windows with fans in some) to increase ventilation in the office area. We expect to continue with minimal overlap of staff as stated above.

**5. What hygiene requirements will you have and how will you communicate them to people using the offices?**

Our office includes a sink near the entry door, to accommodate handwashing immediately upon entry. See other sections about hygiene for further details on

June 2020

the overall program. All staff will be responsible for holding any visitors to mask and handwashing requirements. All staff will be responsible for sanitizing any space that gets used before leaving the space.

**6. How will you ensure that all staff are aware of regathering policies and that they follow them?**

Regular communication with staff during zoom meetings, emails, and signage will communicate policies and remind staff.

**7. Other considerations particular to your congregation.**

None at this time.

## IV. Church meetings

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**1. Which meetings will you be able to continue holding virtually?**

General meetings, including vestry, will continue via zoom. We anticipate delaying the start of face-to-face classes, Bible studies, and fellowship meetings until after we have established a pattern and comfort in coming back together for liturgy. Because we are geographically dispersed through the Bay Area, there is already substantial comfort in gathering on-line.

For meetings that must be in person, we have a conference room that can accommodate 5-6 individuals with 6+ foot distancing. For pastoral meetings that require confidentiality, we have several rooms large enough to accommodate physical spacing, with visibility through doors and/or windows. Our flexible seating arrangement will allow use of the church itself as a meeting space for both liturgical and non-liturgical uses, as restrictions ease. All spaces have doors and/or windows that can be opened for increased ventilation. All spaces have easy access to restrooms.

**2. Other considerations particular to your congregation.**

At a minimum, we will be abiding by the Diocesan, local, state and national guidance for number of participants, & other requirements.

## V. Protocols for service in the community

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**1. Are the essential services being provided or managed by your congregation following city, county, and state guidelines?**

SGN will require all Essential Services Organizations and Nonprofits using the interior space of the church to read and agree to the regulations for safe operations adopted by the church. These guidelines have been carefully written, following the city, county, state, and diocesan suggestions.

**2. Are the nonprofits hosted in your space following city, county, and state guidelines?**

See below

June 2020

**3. Do you have written confirmation of compliance with regulations for these groups?**

See Below

**4. Who is the staff liaison for these groups?**

The Parish Administrator will be the liaison person and will have copies of guidelines and letters to be signed by the organizations in the office.

**5. Other considerations particular to your congregation.**

The Rector and Parish Re-entry Team will take into consideration any new concerns that are expressed by members of the parish and decide if they require further action.

## VI. Outside groups wanting to use church's facilities (in accordance with all above decisions)

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**1. Which groups will you allow to return in this upcoming phase? Do you have a reliable contact person for each of those groups?**

We have been able to work through logistics of allowing outside groups to use the church because of the ongoing operation of the Food Pantry and have found high compliance with our requirements on distancing, handwashing, and masking. The Pantry expects to continue its operations outside as long as possible into the fall. Once the weather turns, they will assess options in light of current health advisories. The Saturday Pantry does not present physical overlap with our Sunday liturgies, so we do not anticipate material risk of cross-infection. Our pre-liturgical cleaning will cover any shortfall in the Pantry's own clean-up process.

As soon as possible, we intend to open the church to our existing AA and NA groups. We will provide cleaning/sanitizing supplies and written checklists. Both groups are highly motivated to maintain a safe space, as their members are often at elevated health risk. We have reliable and seasoned relationships with the leaders of both groups. There is no physical overlap between those group meetings and Sunday liturgies, and our planned pre-liturgical wipe-downs will provide back-up cleaning.

We do not anticipate re-opening for public events such as concerts, films, etc. until substantially all restrictions have been lifted by the City and State. We provide an election polling site, and we will work closely with officials in November to ensure sanitation and spacing as appropriate at the time. If we are contacted by neighborhood groups requesting use of our facilities for small meetings, our current protocols on occupancy, distancing, masking and sanitation will be incorporated into any contract or use agreement. For outside events such as these, we always require the use of a site monitor contracted by us – we have a very small cadre of reliable, experienced site monitors – to

June 2020

ensure proper use of the facilities, clean-up, etc. We will add sanitation, distancing, and masking compliance to the site monitor's duties.

**2. Is meeting outside possible for them?**

The Food Pantry is currently using outside space for their adapted pantry with less than 10 volunteers. As discussed above, this works for now, based on the overall good weather.

Other groups such as NA and AA will be contacted to determine if they would be open to meeting outside. One group normally meets in the evening, so an outdoor meeting would be difficult.

**3. How will you communicate your expectations of hygiene, physical distancing, and group size (under 25 people) to each group?**

See above, site monitor and Parish Administrator will communicate with the groups.

**4. Will you expect them to sanitize the space (including bathrooms) when they arrive and/or before they leave? How will those expectations be communicated?**

See above

**5. How will you ensure that they follow through with hygiene protocols?**

See above

**6. What will the agreement that you draw up for use with them include?**

See above

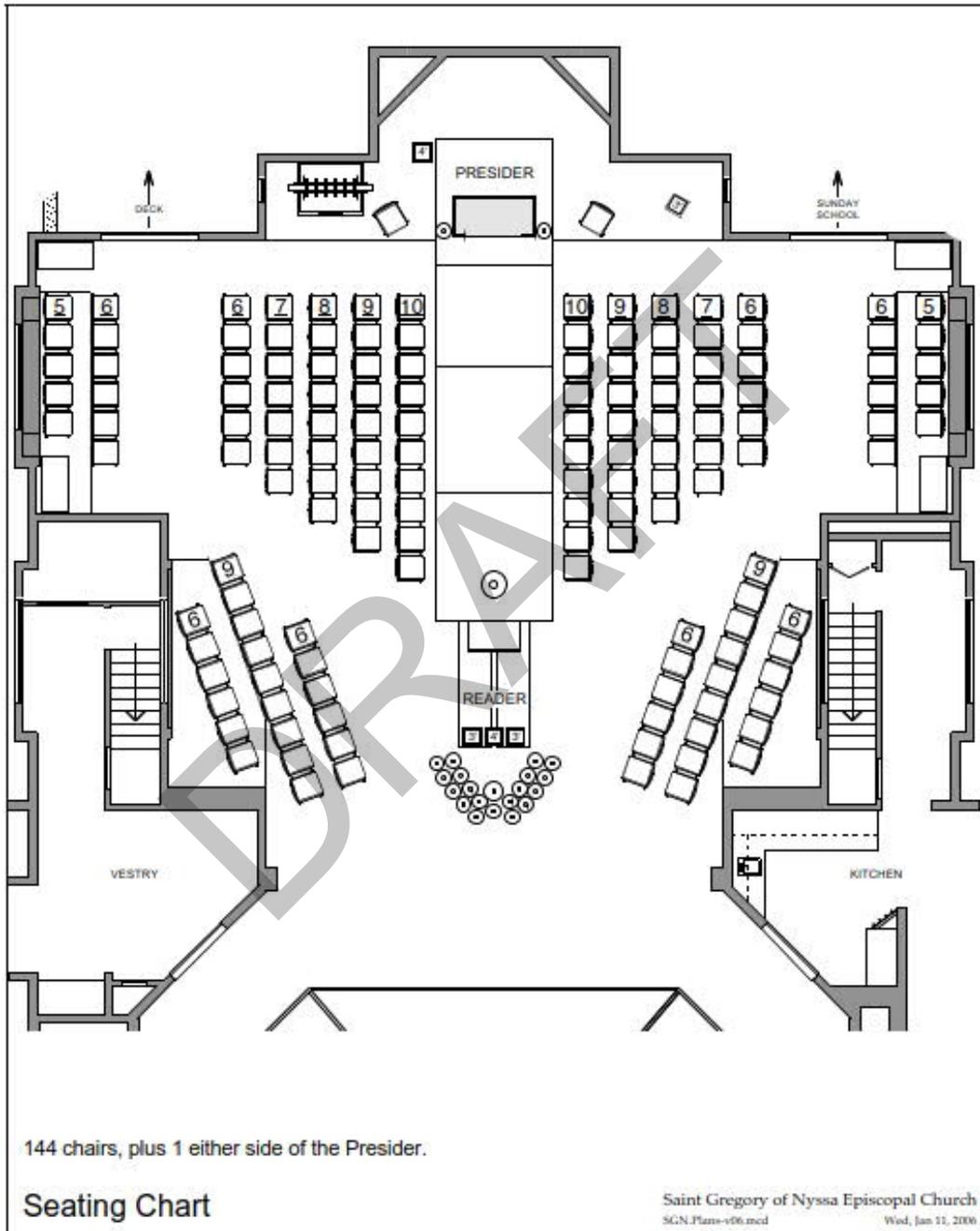
**7. Other considerations particular to your congregation.**

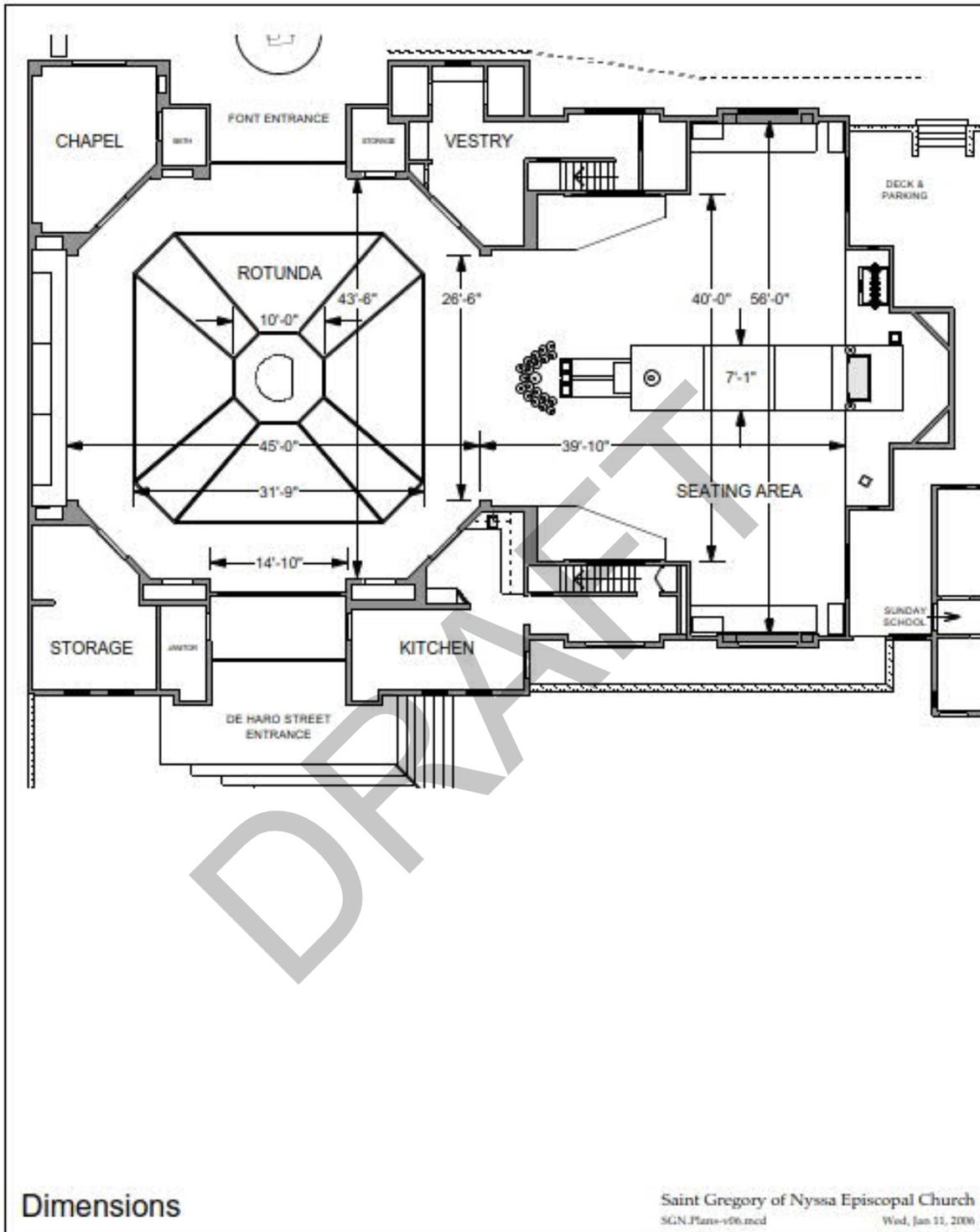
None at this time

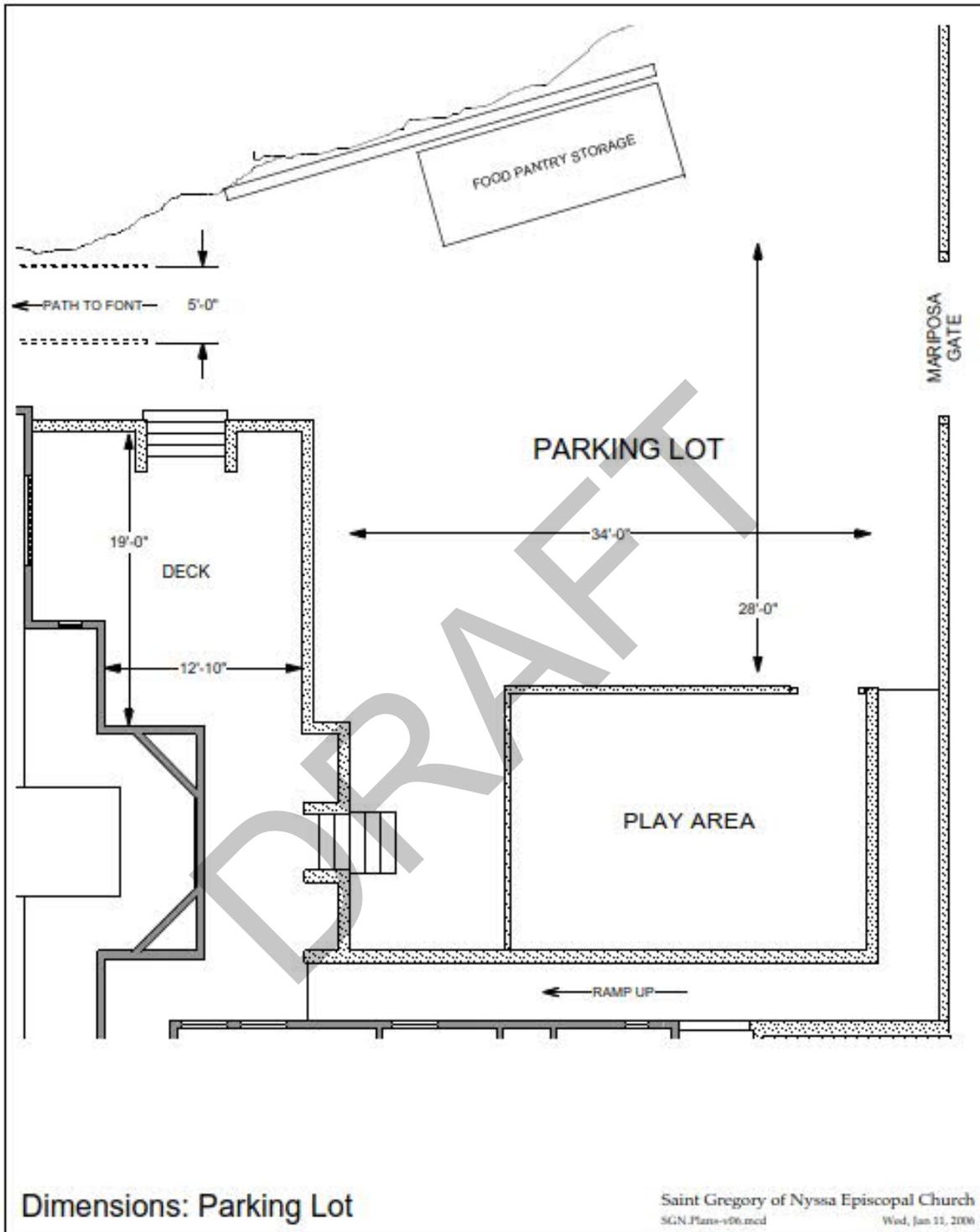
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# Appendices

## Appendix A – Additional Building Drawings







June 2020

## **Appendix B: Staff Re-entry (from Diocesan Re-Entry Planning Policy Document)**

REENTERING THE CHURCH WORKPLACE May 8, 2020

Whenever the state and local regulations allow going back to a somewhat normal workplace there will be special employer/employee issues to consider. In all of this, please pay attention to those changing regulations and guidelines as well as CDC guidelines. Here are important items for your planning. This memo assumes that employees have remained as employees before returning to an office or other place of employment. If there are furlough or leave issues, those should be addressed individually.

### 1. Call to re-enter

- Set special COVID changes for employees in a written policy that is distributed prior to return to work. The policy should include date of return and changes in procedures, such as any health checks, social distancing, site reconfiguration. Be prepared to address whether attendance at a work location is an essential function of the job versus teleworking. You may want to have a phased return to work schedule and perhaps staggered work hours.
- The policy should require employees who test positive for, or are diagnosed with, COVID-19 to report that to the employer and to stay home during illness. The policy should also require employees to report when they come in close contact with persons with COVID-19 in the previous 48 hours, and when the employees are experiencing COVID-19 symptoms (see attachment).
- Have one person at each workplace be the point person responsible for setting policies, monitoring workplace and answering employee questions.
- Keep a written record of the offer to return to work. Ask employees to provide written (may be email) verification of their plan to return on the given date.
- If an employee refuses to return, ask for the reason. Unless there is a specified ADA reason for not returning, the employee may lose eligibility for unemployment insurance. If there is an ADA reason for accommodation, try to find out what is needed before the return date. An employee may use available accrued vacation or personal leave according to an existing policy and without retaliation. Anyone with a COVID diagnosis within last 14 days should remain an employee at home as should an employee exposed to COVID within the previous 48 hours, and an employee exposing COVID symptoms. Think of the practicality of a fearful returning employee who may later incur a medical issue and do not discriminate in determinations.
- Do not exclude from return to work a class of employees based on age or another protected category.

**June 2020**

- Prepare the workplace so that employees may follow at least 6 feet of social distancing. Sanitize surfaces, machines, restrooms and continue to do so. Limit the number of employees in a defined space. Provide sufficient handwashing stations and supplies. Restrict the use of shared items.
- Consider the increase of building air exchange.
- Consider staggered shifts and breaks to avoid concentration of employees.
- Implement and communicate a procedure to employees for returning company property used during teleworking upon returning to in-office work.

**2. Health**

- The EEOC, in partnership with the CDC, has determined that for COVID reasons employers may:
  1. Measure employees' body temperature
  2. Conduct COVID-19 Testing
  3. Establish COVID-19 Protocols
  4. Request Medical Certifications.
- But, so far there has been no guidance as to whether employer may ask if employee has been diagnosed with COVID-19.
  - Testing so far is scarce, expensive, not always accurate, and the results are valid only for the day of testing. If used, should be administered by a medical professional.
  - Antibody testing is not yet reliable.
  - An employer may introduce a policy of using a touchless thermometer or scanner for everyone entering the building on a daily basis. Be aware that not all with COVID-19 will have a threshold temperature of at least 100.4. There should be a daily scanner who does so in a private location at a six foot distance and maintains confidentiality.
- Be consistent.
  - Disclosure of health screening information should be limited to only those who need the information to prevent the direct threat of COVID-19 to others in the workplace.
  - All health records maintained (temperature scans need not be maintained after risk determination where no regulation requiring scanning) must be kept separate from an employee's personnel file and in a confidential location. See attached form.
  - Consider the privacy versus safety risk issues in telling other employees of a COVID diagnosis of someone who has been in the workplace monitoring
  - Alternatively, an employer may ask employees to do a daily self-screening before coming to work.
  - Encourage only distant, non-touch greetings.
  - Existing California regulations require each employer to have a written (for 10 or more employees, otherwise verbal) Injury and Illness Prevention Program. See <https://www.dir.ca.gov/title8/3203.html>. Consider whether you need to make COVID related changes to that program.
  - OSHA (<https://www.osha.gov/Publications/OSHA3990.pdf>)

**June 2020**

- and CDC (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>) websites are helpful. May 7 state guidance for office: <https://covid19.ca.gov/pdf/guidance-office-workspaces.pdf>

**3. What to do with Sick Employees**

- Encourage sick employees to stay home until completely well -14 days
- without symptoms
- If an employee comes to work and exhibits any symptoms of COVID-19 (see attached chart), isolate that person until he/she may safely be sent home.

**4. Second Wave**

- There are predictions of a second wave of COVID-19 that may infect employees.
- Consider cross-training employees so that you may quickly accomplish critical tasks if an employee is unable to work

**5. Supplies**

- Remind employees to follow government regulations on the use of face coverings. If employer policy makes it voluntary on employee to wear face covering and there is no local requirement, employer is not obligated to provide face covering nor be responsible for compliance. And employee would arrive at work wearing the face covering.
- Hand washing availability: sink, soap, towels. Encourage frequent handwashing.
- Hand sanitizers (at least 70% alcohol or 60% ethanol), disinfectant wipes and gloves.
- No-touch waste receptacles
- Do not have open food containers available.

**COVID-19 SYMPTOMS**

Employers should limit their health inquiries to specific COVID-19 related symptoms. Common COVID-19 symptoms include:

- Coughing
- Shortness of breath Fever Chills
- Fatigue
- Aches and Pains
- Sore throat
- Headaches
- New loss of taste or smell

June 2020

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June 2020

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