

July 20, 2020

St. Paul's Benicia

Stage 2 In-Person Worship Protocol

I. Introduction and Context

The creation of this plan was a collaborative effort of the St. Paul's Benicia Re-Opening Task Force. This group was formed from the members of our worship committee, our clergy, and wardens. 2 members of this group are active medical professionals.

Before creating this plan, the committee surveyed the church electronically and by mail and received 76 responses. This is about 2/3 of our average Sunday attendance. In addition, members had individual conversations with members of their ministry groups and brought these to the table.

This plan applies during stage 2 of the State of California's Roadmap to Recovery plan. It is subject to all local, county, and state orders, and may be revised at any time.

Our hope is to offer spiritual nourishment to our community in a way that is safe and supportive of larger efforts to fight COVID-19. Love of God and our neighbor guides us always, and especially during these times.

Re-opening Task Force Members

Rev. Annie Mertz - Rector

Rev. Beth Gaines - Deacon

Yann Juvenot-Sells - Sr. Warden

Kim Rodekohr - Jr. Warden

Glenn Walp - Traditional Service Music
Director

Mark Sackett - Contemporary Service Music
Director

JoAnn Souza - Parish Administrator

Andria Reid - Director of Children's
Education

Beckie Pelkey - Youth and Family Ministries
Coordinator

Donna Patey - Grateful, Glad, and Giving

Steve Rodekohr - Usher Ministry

Catherine Herrod - Flower Guild

Lorraine Ndusha - Altar Guild

II. Revision History

Date	Summary of Revisions Made
7/16/2020	First Draft
7/20/2020	Footnote added to outside groups section because of county watchlist protocols

III. Plan Content and Protocols

Worship

8:45 AM - Live-Stream worship from Church (Antecommunion)

9:30 AM - Coffee Hour via Zoom

11:00 AM - Outdoor Worship Service in Rectory Yard (Antecommunion)

Outdoor worship protocols:

Individual Control Measures & Screening

- Symptom screening during registration and upon entry (“Do you have a fever, cough, or shortness of breath?”)
- Encourage members to stay home if they are feeling ill on all communications (including registration form)
- Require hand sanitizer upon entry to backyard
- Require masks for all participants. Provide disposable or reusable masks to those who forget. Turn away anyone attempting entry without a mask.
- Take attendance on a pre-printed list with names and contact information; these will be retained in the office in case of an outbreak to aid contact tracing. Take contact information for anyone attending who is not on the list.

Cleaning and Disinfecting Protocols

- Disinfect chairs after worship (Ushers)
- Disinfect altar and any worship materials used during the service (Altar Guild)
- Take note of other surfaces/areas touched during the service and disinfect afterwards (Ushers)
- Wash any linens used during the service (including robes) (Altar Guild & Worship Leaders)
- Set up QR codes with links to PDF bulletin and link to PayPal page. Email bulletin to participants on the Friday before
- Continue wearing masks and gloves during cleaning

Physical Distancing Guidelines

- Congregants will register beforehand to ensure numbers are low enough to allow for 6 feet between each family unit
- Chairs will be set up and labeled with family name prior to the service (Ushers)

- Create a record of where family units are seated on a map and retain in the church office to aid contact tracing
- Rope off children's play area
- Greetings at the Peace must be touchless
- Usher family units in and out of the yard one at a time. Dismissal will begin from the back of the space. Congregants will enter from the church side gate and exit through the driveway gate.

Protocol for Outbreak/Potential Exposure

If the church learns that someone exhibits COVID-19 symptoms within 2 weeks of attending outdoor worship OR has a positive test, enact the following protocol:

- The identity of the person with symptoms or a positive test MUST remain confidential
- Using the seating chart, immediately call individuals and families who were closest to the person with symptoms
- Email all who attended worship and inform them of their potential exposure. Include the following link from the CDC regarding quarantine for people who have been exposed: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

Other Considerations

- Restrooms will not be available to parishioners
- Offerings will be collected at a centralized point; no plate will be passed
- The liturgy will be Antecommunion. We will add in communion once folks feel comfortable with the protocols, when it feels safe to do so, and when we can implement a system to reverently distribute it to all who desire it (including the home-bound).
- Music will be instrumental only. Singing will be added in when state guidelines suggest it is safe
- A registration system will be implemented to aid social distancing and contact tracing

Outside Groups

Outside groups are other organizations who pay to use the church space for meetings and activities. This includes 12-Step Meetings, the Benicia Sangha, and other groups renting space. During Stage 2, these groups may meet outside in the Rectory yard or in the Parish Hall.¹ There is no charge for use of the Rectory yard, but a donation is appreciated. The Parish Hall will be rented at our regular rates. The Undercroft is not open to outside groups during Stage 2; this is because it is a smaller space and not well ventilated.

Meeting Space Capacity

Rectory yard: 28 (see diagram)

Parish Hall: 14-16 seated in a circle, 24 seated in a 4x6 Grid pattern (see diagram)

¹ Location options are subject to state and local laws. As of 7/20/2020, indoor meetings are not permitted in Solano County. Contact the church office for the most up-to-date information.

Individual Control Measures & Screening

- Encourage individuals exhibiting symptoms to stay home.
- Screen participants for symptoms upon arrival (“Do you have a fever, cough, or shortness of breath?”)
- All participants must wear masks during gatherings in all spaces
- St. Paul’s will provide hand sanitizer

Cleaning and Disinfecting Protocols

- Wipe down all surfaces that have been touched; this includes chairs, railings, doorknobs, tables
 - St. Paul’s is trying to source cleaning products, but thus far has been unsuccessful. **Please provide your own wipes until further notice.**
- Remove literature displays
- Discourage members from sharing books, cushions, or other items

Physical Distancing Guidelines

- Groups will be expected to adhere to meeting space capacity limits and social distancing. See attached diagrams.
- St. Paul’s will provide the state-required signage at all entrances and exits advising people of distancing, masks, and screening

Protocol for Outbreak/Potential Exposure

- If you learn that someone exhibits COVID-19 symptoms within 2 weeks of attending your event OR has a positive test, please inform the church office. We will alert any staff and volunteers who were on campus at the time of the potential exposure. Please do not disclose the identity of the ill person.

Protocol for Groups not following guidelines:

- Groups who exceed rented space capacity, fail to socially distance or follow cleaning and health screening protocols will receive a warning.
- If it happens again after the warning, their contract will be cancelled and will they not be able to use our facilities until they produce a written plan.
 - The plan must address Individual Control Measures & Screening, Cleaning and Disinfecting Protocols, Physical Distancing Guidelines, and include a Protocol for Outbreak/Potential Exposure.
- Once the plan is approved by the Rector, the group may resume using the facilities

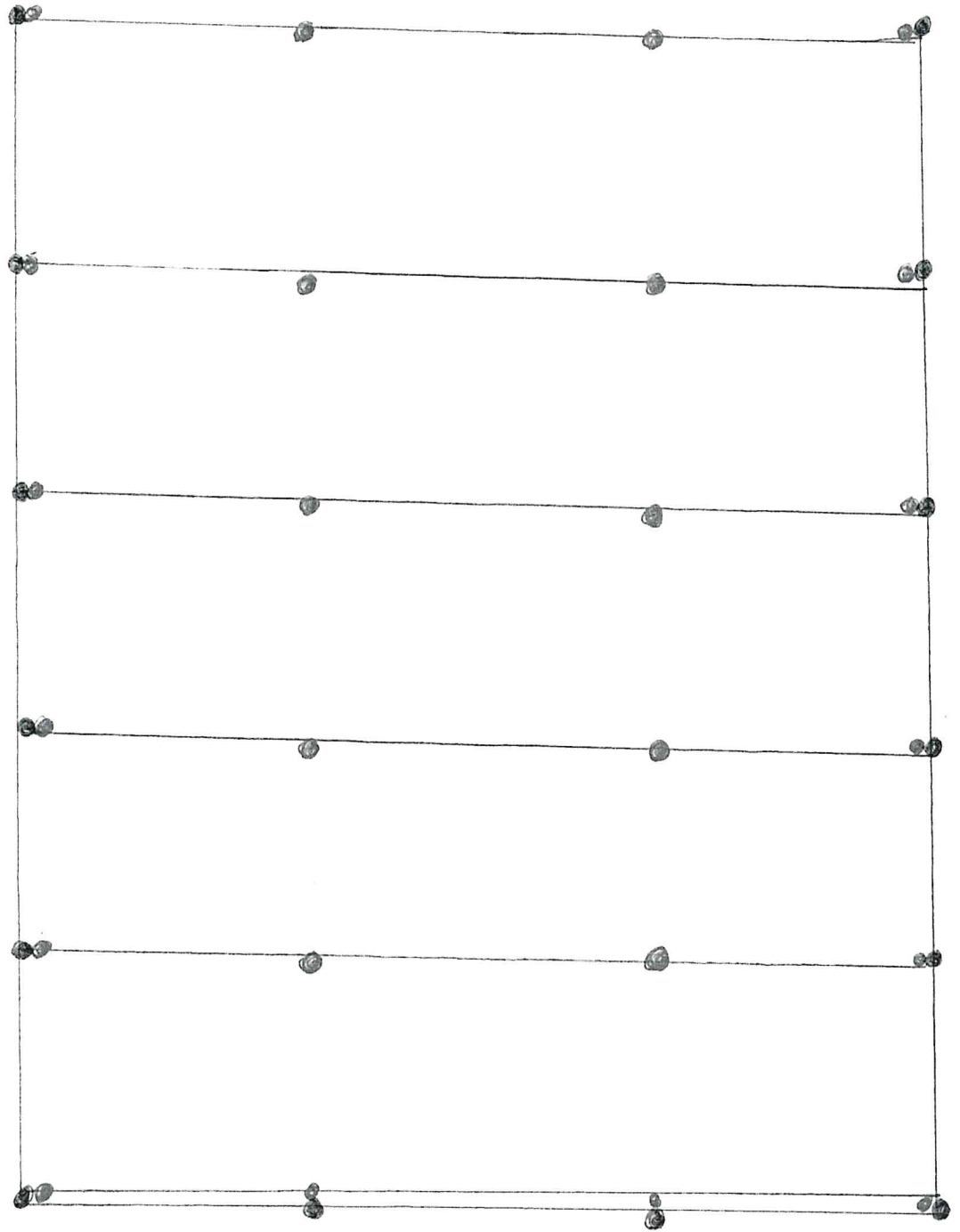
PARISH HALL SOCIAL DISTANCE SEATING

CIRCLE SEATING = 14 TO 16

ROW SEATING = 24

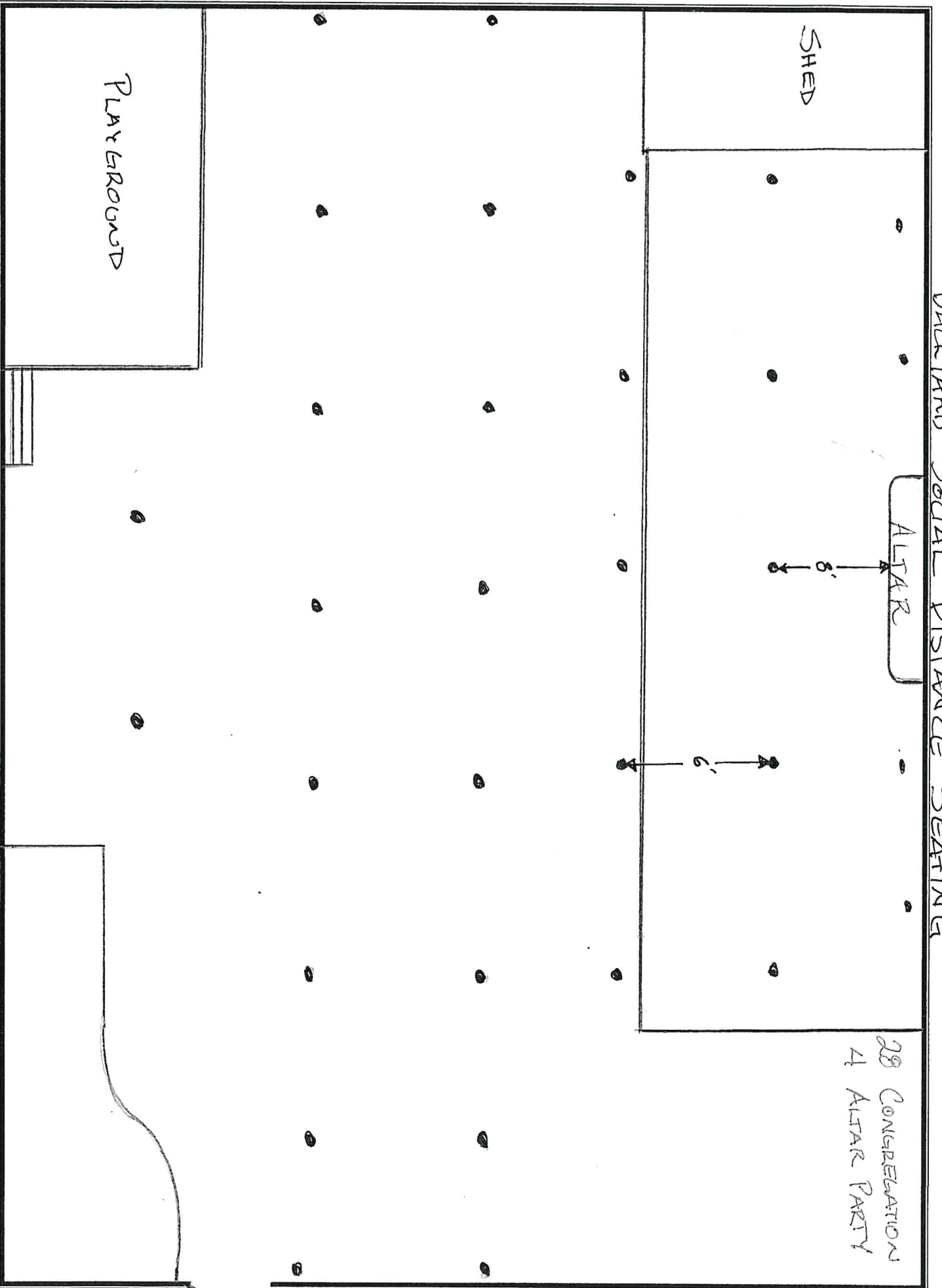
EXIT

TABLE



EXIT - J STREET

BACKYARD SOCIAL DISTANCE SEATING



28 CONGREGATION
4 ALTAR PARTY

PLAYGROUND

SHED

ALTAR

8'

6'

RECTORY