

St. Andrew's by-the-Sea Episcopal Church  
COVID-19 Reopening  
UPDATED: September 2020

## Overview

1. The service will take place outside on the patio with chairs set up 6' apart.
2. The service will last approximately 35 minutes.
3. The plan below will be posted on our website, on the property, and has been approved by vestry.
4. The service will be live-streamed on Facebook so that those who choose to stay home can still participate.
  - a. Those over 65 have been encouraged not to attend the service, but to participate online.
5. No more than 30 people will be allowed at the service (including volunteers and staff).
  - a. We conducted a survey and not more than 10 people indicated they would attend the service. We don't see a need at this point to have people reserve spots.
6. The outdoor area will be power-washed before the service starts.
7. No nursery care or Sunday School will be provided at this time. Children should remain in the care of their guardians.
8. Font and stoup have been emptied of water.
9. Staff are directed to stay home if they exhibit any symptoms.
10. Staff have copies of these guidelines and have been trained on mask-wearing and social distancing.

## Before Service

- Signage
  - Signs reminding people to wear a facial covering and maintain 6' distance will be posted.
- Cleaning duties
  - Supplies: located on cart at back of church
  - Bathrooms - closed (except in case of emergency)
    - Sexton is on-site to sanitize bathrooms before and after service, and in between uses (if used)
    - Sink, toilets, handles of stall doors, paper towel dispenser
  - Sanitize all chairs, tables, microphones before the service (sexton)
  - Ensure drinking fountain is taped off

- Lectors - one scheduled per service
  - Before service - practice and set mic height
  - Have clorox wipes next to the mic
  - Will read from microphone placed on the floor in front of the lectern - touchless
  
- Altar guild
  - One member will be scheduled to set up
    - Tablecloth, candles, flowers
    - Prep for communion
      - Purificator
      - One paten with one priest host
      - One chalice with small amount of wine already poured
      - Place individual communion sets on the altar, spaced apart, using gloves.
    - Place offering plate on small table by church entrance
    - Check on hand sanitizer
      - At altar
      - At visitor table
      - On communion supply table
  
- Visitor table set up
  - Extra masks available
  - Hand sanitizer available
  - Single-use bulletins available
  - Signage encouraging social distancing and mask-wearing
  - Visitor cards, two cups for clean and dirty pens
  
- Greeter stands 6 feet away from table and welcomes people inside
  - No nametags handed out
  - Refer people to online visitor card or to physical card on table
  - Ensure that all guests stay 6 feet apart on the patio
  - Ensure that all guests wear a face mask, hand one out if they don't have one.
  - Ensure signage is visible (encouraging social distancing, face masks required, etc)

## **During Service**

- During the welcome, the celebrant will make these announcements:
  - Facial coverings are required at all times during the service
  - Please refrain from singing - instead, let the music in the service invite you into prayer
  - Maintain 6' distance from all others not in your household the entirety of the service (including during the peace)
- No congregational singing included in the service. We will have one singer, positioned at least 20 feet away from any other people.
- Before communion, celebrant will go inside and wash her hands thoroughly.
- Bread for communion will be set up in separate receptacles on the altar; participants will be invited row by row (to ensure social distancing) to come pick up one host.
  - There is no altar rail.
- At the end of the service, people will be invited to leave, not to congregate.

## **After Service**

- Altar Guild
  - Wash and put away communion things
  - Sanitize altar, microphones
  - Replace offertory plate, sanitize
  - Sanitize all surfaces in sacristy that were used
- Greeters, volunteers, and sexton
  - Sanitize all chairs, door handles, light switches, tables, trash cans
  - Sanitize bathrooms - doors, stall doors, toilet seats and handles, sinks, paper towel dispensers

Need any cleaning supplies for next week? Let Mary Lynn know. Should have on hand:

- 1 box masks
- 1 box gloves
- 2 containers Clorox wipes (any brand)
- 2 spray disinfectants
- 2 paper towel rolls
- Hand sanitizer bottles