

CHRIST THE KING

Episcopal Church

Dear Parishioners and Neighbors,

Grace and peace to you!

For the past month, congregational leaders have been working to resume in-person worship while doing our best to promote the health and safety of our parishioners, neighbors, and our wider community.

On the pages that follow, you will find our congregational plan for resuming in-person worship. Given the dynamic nature of the COVID-19 pandemic, we anticipate the regular review and revision of this plan so that we can incorporate the latest guidance from public health officials.

I have been so grateful for your support over the past three months as we have moved to digital worship. While online worship isn't anyone's preference, I am grateful that our online services have enabled us to continue as a community of prayer and learning. Recognizing that there are members of our parish community who remain vulnerable to the novel coronavirus, we will continue to stream worship services for the foreseeable future.

As excited as we are to once more gather in-person for worship, I would hope that we will approach this time with all due caution and humility. There have been multiple reports of community spread of COVID-19 in church settings. The plan which follows takes a number of constructive steps to mitigate the risk of spreading the disease during worship, **but even the best plans will not eliminate that risk**. We are holding in tension our desire to "continue in the apostles' teaching and fellowship, in the breaking of the bread, and in the prayers," with the recognition that the best way to demonstrate our love of neighbor is to refrain from community events like worship, which risk spreading the disease.

Our committee to reopen the church has taken the best practices and advice from both our civic and ecclesiastical partners, and the documents on the pages that follow reflect that process.

If you have any questions about our in-person worship services, please do not hesitate to reach out to me. Also, we believe this is a "living document"—if you see ways in which we can improve our plans or process, please let us know!

Lastly, whether we are worshipping in person or gathering online, know that the Holy Spirit is in our midst. As Christians, our highest ethical calling is to love our neighbor as ourselves. While we are excited to resume worship in our sanctuary, that enthusiasm should never overshadow our responsibility to refrain from gathering in order to protect the vulnerable among us.

In Christ,

The Reverend Matthew Warren
Vicar

COVID OPERATION PLAN FOR BUSINESSES

Business Name: _____

Site Address: _____

This business plans to: (check the box that applies. Update this plan as conditions change)

Operate with curb side pickup and call in services only at this time.

Required plan elements are pre-checked. Skip Section C.

Operate with limited indoor/outdoor services at this time.

Required plan elements are pre-checked. Complete all Sections.

A. **SIGNAGE** (check all that apply- premade signs will be posted on the County COVID webpage)

1. Signs are posted at each entrance of the business reminding customers and employees:
 - Not to enter the facility if they have a fever, cough, or shortness of breath
 - Maintain a minimum of 6-foot distance from other individuals
 - Avoid unnecessary physical contact (no hand shaking/hug etc.)
 - It is recommended that you wear a face covering when visiting this establishment

B. **MEASURES TO PROTECT EMPLOYEES** (check all that apply)

1. All employees who can carry out their work duties from home are encouraged to do so
2. All employees have been informed not to come to work if sick.
3. Implement flexible sick policies to discourage anyone from working when sick
4. All employees have reviewed this COVID Operation Plan
5. Follow all State and County face covering guidance
6. Employers and/or managers must be vigilant for signs of illness including but not limited to: fever, cough, and shortness of breath
7. Employees are not required to handle customer's reusable bags. (Items may be bagged by customer in own bags).
8. All individual work stations (desks, registers, etc.) are separated by at least 6 feet or include physical barriers (Plexiglas, plastic sheeting) when separation is not possible.
9. Disinfectant and related supplies are available to all employees at the following location(s):
 - Narthex, Hall Closet, Bathrooms, Kitchen
10. Handwashing facilities are available to all employees at the following location(s):
 - Bathrooms, Kitchen

C. **MEASURES TO PREVENT GATHERINGS** (check all that apply)

1. Limit the number of people in the business at one time. Limits should be set using the following standard: 1 person (or household unit) per 200 square feet of retail space or approximately 30% of normal capacity.

Total square feet of retail space: _____ Maximum allowable COVID capacity: _____

COVID OPERATION PLAN FOR BUSINESSES

2. Assign an employee(s) to make sure the maximum number of people in the facility set forth above is not exceeded
3. Establish a set traffic flow through the business. Markings should be placed on the floor establishing direction of flow as well as markings indicating 6 feet of separation. Use an individual entrance and exit when possible.

D. MEASURES TO PREVENT UNNECESSARY CONTACT (check all that apply)

1. Provide contactless payment methods or, if not feasible, disinfect payment station between uses
2. Place tape or other markings at least 6 feet apart in customer line areas both inside and outside the business as needed
3. Customer refillable containers or mugs for food or drinks will not be used unless items are first sanitized by facility

E. MEASURES TO INCREASE SANITATION (check all that apply)

1. Disinfect all high-contact surfaces frequently (e.g., door handles, shopping carts/baskets counters touched by customers).
2. Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):
- Narthex, Bathrooms, Kitchen, Office
3. Hand sanitizer and/or handwashing facilities are available to all customers at the following location(s):
- Narthex, Bathrooms, Kitchen
4. Breakrooms, restrooms, and other common areas are being disinfected frequently, following this schedule:

Restrooms:

Breakrooms:


Other:

Other:

F. ALTERNATE MEASURES IMPLEMENTED BY BUSINESS (please attach another page as needed)

G. OWNER CERTIFICATION: I understand that this plan or another written COVID-19 operating plan must be made available to Plumas County upon request.

Name and Title: _____ Phone Number: _____

Signature:  Plan Date: 6/1/20 Revision #: 1

COVID OPERATION PLAN APPENDIX F. CHECKLIST FOR PLACES OF WORSHIP

INCLUDING RELIGIOUS SERVICES, CULTURAL CEREMONIES, AND FUNERALS

Business Name: _____

Required plan elements are pre-checked.

1. ADDITIONAL MEASURES FOR PLACES OF WORSHIP

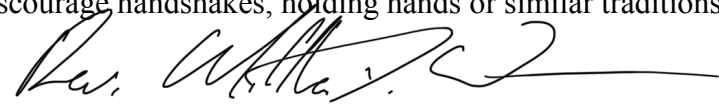
- i. Continue remote services for the elderly, vulnerable and those with pre-existing health conditions
- ii. Occupancy must be limited to 25% of building capacity or a maximum of 100 attendees, whichever is lower. Consider offering additional services (per day or per week) to meet this requirement.
- iii. Strongly consider discontinuing singing, group recitation and other practices and performances where there is an increase likelihood for transmission of exhaled droplets
- iv. Discourage shared items used in worship and service (such as prayer books, offering plates, cushions, prayer rugs etc.), and encourage congregants to bring personal items instead. Alternatively, clean all items between use (see below)
- v. Meal services (potlucks, luncheons, etc.) are not permissible at this time.
- vi. Strongly encourage outdoor services whenever possible
- vii. Increase air flow throughout the facility by any combination of the following: open doors and windows to increase outside air flow, install additional fans throughout indoor space, increasing fan speeds on ventilation systems, replacing filters in ventilation system, upgrade filters in ventilation system to the highest efficiency possible, install portable high-efficiency air cleaners
- viii. Community areas, with the exception of sanitation facilities, are to be closed at this time.
- ix. Dedicate ushers or other staff to help maintain physical distancing and minimize crossflow of traffic

2. ENHANCED SANITATION

- i. Ensure that sanitary facilities stay operational and stocked at all times. Provide additional soap, paper towels, and hand sanitizer as needed
- ii. Equip high traffic areas such as entry ways, lobbies, halls etc. with sanitation products, including hand sanitizer and sanitization wipes or spray
- iii. Clean congregation areas between services/uses
- iv. Use approved disinfectants for all cleaning.
 - A bleach solution of 1000 ppm with contact time of 1 minute will be used for disinfecting
1/3 cup bleach + 1 gallon of water = 1000 ppm bleach solution
1 Tablespoon bleach + 25 fluid ounces of water = 1000 ppm bleach solution
 - An alternate EPA approved disinfectant will be used from this list
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

3. COMMUNAL PRACTICES

- i. Avoid using a common cup and offer communion in the hand instead of on the tongue
- ii. Discourage handshakes, holding hands or similar traditions that break physical distance standards.

Signature:  Plan Date: 6/1/20 Revision #: 1

This page should be attached to the full COVID Operation Plan for this business

Part of Service	New Procedure	Explanation	Notes
Ongoing	Christ the King will offer two services at 9AM and 10AM.	This will assist in keeping sanctuary below capacity.	Liturgy will be said service, with limited music and no congregational singing. Service will be intentionally brief to allow time to exit the first service, clean/disinfect surfaces, and welcome the next service attendees. 9AM Service will be live-streamed on YouTube. 10AM Service will be live-streamed on Facebook Live.
Thursday Before Service	Parishioners encouraged to RSVP for either service	This will allow us to monitor capacity, and, if necessary, invite or encourage a different service to accommodate capacity concerns.	
Saturday	RSVP's for each service will be limited to Nine (9) Family Units	This will allow us to monitor capacity while allowing "walk-up" guests to participate.	We have established an eleven Family Unit Capacity (twelve if we use the choir loft). This will allow us to accommodate guests while reducing capacity.

Part of Service	New Procedure	Explanation	Notes
Before entering CTK	<p>Vinyl Sign will be hung in walk way clearly stating church's policies and expectations which include:</p> <p>If you have been exposed to a communicable disease, you may spread the disease to others. Therefore, prior to entering, we ask all parishioners and guests to refrain from entering if they have the following symptoms: Fever (Over 100.4°), Chills, Cough, Sore Throat, Shortness of Breath and/or Trouble Breathing, Persistent pain, pressure or tightness in the chest, loss of taste or smell.</p> <ul style="list-style-type: none"> • Parishioners and guests should refrain from attending if they feel under the weather. • Parishioners and guests who are in vulnerable categories are encouraged to worship digitally. • Face coverings shall be worn by parishioners and guests over the age of 3 unless directed otherwise by a medical professional. • Parishioners and guests will use hand sanitizer upon entering the building and again before receiving Communion • Face coverings will be provided as needed. 		
Entering CTK	<p>Offerings will be collected at a convenient place in the narthex.</p>	<p>This will eliminate the passing of the plate as a possible transmission vector.</p>	
	<p>Parishioners and guests will be asked to sign in.</p>	<p>Will aid if contact tracing is necessary.</p>	<p>To avoid pens/pencils from serving as a transmission vector, this sign in will be facilitated by clergy person.</p>
	<p>All persons are instructed to use hand sanitizer before entering the sanctuary.</p>		
	<p>Parishioners are encouraged to BYOD (Bring your own device). QR codes with links to worship bulletin posted for easy download.</p>	<p>This will eliminate <50% of our need to distribute/collect paper bulletins.</p>	

Part of Service	New Procedure	Explanation	Notes
	Bulletins with music included to be picked up by parishioner/guest.		
	Our Family Unit Capacity is 11, pews will be marked off with painter's tape to indicate rows and areas which are closed for seating.		
Worship	Digital Usher	Person will help relay comments from those worshipping online to those assembled.	
	No Acolytes		
Gloria	Trisagion	Shorter, reduces temptation to sing.	
Readings	As normal		Looking into the cost of microphones and speakers to amplify speaking voices
Gospel	Read from bottom of altar steps.	Allows for spacing between reader and congregation.	
Sermon	As normal		
Creeds	As normal		
Prayers	Reader to lead prayers from the lectern.	Will allow a greater distance between speaker and parishioners, reducing risk of transmission.	
Birthday/ Anniversary	Those celebrating a milestone will be invited to either stand in their pew or come up to be recognized.	With assistance from Digital Usher.	
Eucharist	Use hand sanitizer and bring up offerings.	Reader will re-apply hand sanitizer and present the offerings.	

Part of Service	New Procedure	Explanation	Notes
	After accepting the offering, Clergy will put on face covering and visibly apply hand sanitizer.		
	No chalice bearer.		
	Wafers are used for the celebration of Communion instead of bread.		
	Once wafers and host are placed on the paten, the pall is once again placed above the paten.	Limits vapor transmission from clergy to wafers.	
	Only a small amount of wine is consecrated. The chalice shall remain on the altar with no one consuming the consecrated wine. Following the service it is reverently returned to the earth.	Per direction of the Bishop.	
	Congregants are invited to come up to the communion station to receive the bread. Instructions will be given that only one family unit should receive at one time and that the next family wait until the preceding family has returned to their pew before approaching.	Clergy will assist by inviting family units one at a time to come up to receive Communion.	
At the conclusion of the service	Congregation invited to leave through either of the two exits, remaining socially distanced as they exit.		
	Clergy will be stationed outside (as weather permits) behind a six foot marker to thank parishioners for joining us.		
	Volunteers trained in how to wear/use medical gloves will wipe down the pews before the next service begins.		
After Service	Suspend Coffee Hour		