

# ST. GREGORY'S EPISCOPAL CHURCH, LONG BEACH

## REOPENING PROTOCOLS

*Revised April 21, 2021*

### SUNDAY WORSHIP SERVICES

#### In-Person Worship

- A single service will be held each Sunday at 10:15 AM. The service will also be live-streamed.
- Attendance will be first-come, first-served. At 50% of capacity, attendance limit for the sanctuary and adjoining chapel is 175, which exceeds our pre-shutdown single service attendance. It is important to note that the functional capacity will be dictated by minimum social distancing requirements (currently designated at six feet).
- If more space is needed, we will return to our regular 8:00 and 10:15 service times.
- Families with small children are responsible for keeping their children in the family pew. Children need to be instructed to avoid contact (i.e., hugging) of non-family members.
- The altar party will consist solely of the priest and a single lector, who will enter and exit the sanctuary via the sacristy hallway (i.e., there will be no processional or recessional). The organist and a reduced choir (no more than 6 people) will be present. The choir will must wear masks at all times and maintain minimum distancing of 8 feet, per Diocesan guidelines.
- The Presider will sit in the Presider's chair. The lector will sit in the LEM's chair nearest the ambo. The Presider and lector will adhere to social distancing requirements at all times.
- There will be no congregational singing or chanting.
- During the Peace, congregants will stay in their pews. There will be no shaking of hands or hugging, just a nod or a wave.
- Offering baskets will not be passed during the Offertory. Baskets will be available on each side of the main Sanctuary doors in the narthex.
- The votive candle station will not be available at this time.
- There will be no Sunday School or nursery care during worship services.

#### Admission/Access Protocol

- Arriving worshipers will be directed to a single access point on the east side of the Sanctuary patio. Access points on the north side will be blocked with tables and direction signs, and gates will be closed on the west and south sides (i.e., into courtyard and classroom areas).
- Markings will be placed on the ground to indicate social distancing (i.e., six feet).
- Two admission stations will be available, staffed by parish volunteers. Each station will have 'mask required' and health check signage posted. Attendees may visit either station to confirm and provide the following verifications:
  - They are wearing and will continue to wear a mask. Bagged masks will be available if needed.
  - They do not have any of the following symptoms:
    - Sore throat
    - Coughing or sneezing

- Body aches
  - Shortness of breath
  - Loss of taste or smell
- They have not been caring for, or in contact with, anyone who has been diagnosed with or showing symptoms of COVID-19.
- Their temperature does not exceed 100.4, determined via a contactless temperature check.
- Their name and contact number to be recorded by the volunteer.
- If an individual refuses any of these verification activities, they will be asked to leave the premises. Recommended language is:
  - *Diocesan and governmental guidelines mandate that we enforce social distancing policy, including being healthy and wearing a mask at all times. Jesus also calls us to love our neighbor as ourselves, making sure that we do nothing to endanger anyone in the community. If you cannot follow the guidelines, we regret that we cannot let you worship in person. Father Michael will be happy to talk with you about this at another time if you wish.*
- Attendees will then be directed to the Sanctuary doors, to use the provided hand sanitizer, and pick up their single-use bulletin.
- An usher will escort each party to seats. Seating will be from front to back of the church. Seating will be at alternate ends of each pew. Only a single party will be in any aisle at a time. Self-selection of seats by attendees cannot be accommodated.
- Per CDC recommendations, only family groupings will be seated together.
- If seating a large party encroaches on the space needed for distance in the next pew, that pew will be skipped when seating the following party.

### **Communion Protocol**

- Preparation for and clean-up after service will be performed by a single Altar Guild member. Hands will be washed prior to handling communion wafers or communion vessels.
- Only the Presider will go to the altar for preparation for communion and the Eucharistic Prayer.
- All communion elements will be on the credence table. They will not be processed from the back of the church.
- Prior to preparing for communion, the Presider will clean his/her hands with hand sanitizer.
- Following the Eucharistic Prayer and before distribution to communicants, the Presider will again clean his/her hands with hand sanitizer.
- Communion will be distributed from a single station at the foot of the steps to the chancel area. Only consecrated bread will be distributed.
- Ushers will “release” communicants by pew (from the front) to receive communion. This will be done from the center aisle.
- Communicants will maintain six feet distancing while queued to receive communion. Markings will be placed on the carpet to gauge distance.
- Communicants will fully stretch out arms/hands to receive the host. Tongs will be used to distribute the host to the communicant. The Presider will fully stretch his/her

arm/hand toward communicant and “drop” the host into the communicant’s hand, avoiding physical contact.

- Communicant will gently remove his/her mask, consume the host, put their mask back on, and return to his/her seat by the side aisle.
- Presider will take communion to anyone unable to come to the steps for communion.

#### **Exit Protocol**

- Ushers will dismiss worshipers by pew, from the rear of the church to the front.
- A recycle bin will be available in the narthex for disposal of bulletins if a worshiper does not wish to take the bulletin home with them.
- No coffee hour or other gathering space will be provided, and worshipers will be encouraged not to congregate.

#### **Other Protocols**

- After completion of the service, the offering will be collected from the offering baskets. One usher, gloved, will place the offering in the regular offering bag. A second usher will observe from a distance of six feet. The ushers will take the offering bag to Fr. Michael, who will let the ushers into the Finance Office so the bag can be placed in the safe.

#### **Sanctuary Cleaning**

- The sanctuary will be cleaned by janitorial each Saturday night. In addition, the Ladies’ and Men’s rooms will be deep-cleaned weekly.

#### **Restrooms/Drinking Fountain**

- Both the Ladies’ room accessible through the Bride’s Room and the Men’s rooms off the narthex will be available during services. Ushers will monitor restroom traffic to determine if further procedures are necessary to ensure social distancing.
- Hand sanitizer will be available outside the restrooms.
- The drinking fountains (in the courtyard areas) will be bagged to prevent usage.

#### **Sanctuary Preparation**

- All hymnals, prayer books, envelopes, pens, pew cushions, name tags/baskets, swag bags, printed materials and table décor have been removed from the Sanctuary and narthex and stored in Room 2. Worshipers are free to bring their own cushions for use during worship services.
- The Greeter’s station will not be used, and will continue to be locked in the Parish Hall.
- HVAC filters will be replaced in advance of the first in-person service.

#### **Notification Protocol**

- Anyone diagnosed with COVID-19 having attended an in-person Sunday service in the prior 14 days is asked to notify the church office.
- Upon such notification, the Reopening Task Force will notify each person in attendance at the identified Sunday service(s) to advise them of exposure to a COVID-19 diagnosed person. They will also be advised to stay home and self-monitor for symptoms, following CDC guidelines if symptoms develop.

- The Reopening Task Force will also advise the local health authority (Long Beach Dept. of Public Health)
- Anyone with symptoms or diagnosed with COVID-19 should not return to the campus until they have met the CDC's criteria to discontinue home isolation.

### **Communication**

- Guidelines will be posted on the parish Facebook page and website, published in the weekly email blasts, and mailed in hardcopy to each parishioner's address of record two weeks prior to reopening for in-person worship.
- People who are sick or who have been in contact with or care for those who are sick will be advised to not attend in-person worship.
- Protocols will be re-enforced at appropriate points during services.

### **PARISH OFFICE**

#### **Office Staff**

- Parish Administrator will continue working at home until such time that outside groups begin holding meetings on campus. Once this begins, he will need to be on-site to address any needs or concerns they have.
- Rector will determine an appropriate allocation of time between home and the parish office.
- Staff are not to come to the parish office if sick, and are to follow Department of Public Health guidelines for self-isolation, if applicable.
- Face masks will be worn in the office when in contact with other persons (i.e., other staff or visitors). Masks need not be worn when an employee is alone in their own office or workspace.
- Hand sanitizer will be available in the parish office.
- Social distancing of 6 feet or more is to be maintained at all times.
- Each staff person will be assigned their own equipment and defined workspace.
- To the extent possible, all work tasks should be confined to the individual's office/workspace.
- Frequent handwashing is encouraged, particularly after using common equipment or working in common areas.
- Signage will be posted on the parish office door that masks are required for entry to the office and that social distancing is to be maintained.
- Visitors are to be discouraged from lingering any longer than necessary to conduct parish business.
- Eating will be confined to individual workspaces/offices.

#### **Finance Office**

- People needing to use the Finance Office (i.e., Treasurer, Counters, Parish Administrator) will be required to follow Parish Office protocols, as well as the following:

- Except for Counters, only one person is to be in the Finance Office at any given time. Counters are limited to two, but must maintain greatest practical distance while counting money.
- Masks will be worn in the Finance Office.
- Hands will be cleaned using hand sanitizer before beginning work.

## **SUNDAY SCHOOL**

Protocols for when Sunday School and Nursery Care resume, date yet to be determined.

### **Admission/Access Protocol**

- Arriving students will be directed to a single access point to their classroom
- Markings will be placed on the ground to insure minimum social distancing (i.e., six feet).
- Teachers and students over the age of 5 will be required to wear masks.
- Student will be signed-in by a parent. Sign-in procedure includes providing name of child, name of parent, contact information, known allergies, and general health questions.
- Teachers and parents (answering for their children) must answer the following health questions:
  - Does the individual have any of the following symptoms:
    - Sore throat
    - Coughing or sneezing
    - Body aches
    - Shortness of breath
    - Loss of taste or smell
  - Has the individual been in contact with anyone who has been diagnosed with or showing symptoms of COVID-19?
- Teacher's and student's temperatures will be taken using a contactless thermometer. If an individual's temperature exceeds 100.4, they will be asked to leave the premises.

### **In-Class Protocols**

- Teachers and students will maintain social distancing requirements.
- Teachers and students should wash their hands with soap and water as often as necessary.
- Teachers will clean and disinfect frequently touched surfaces.
- Teachers and children will cover coughs and sneezes.
- Face coverings will be worn by teacher and by children over the age of 5 at all times.
- Staff will clean/sanitize classrooms before leaving for the day, including doorknobs, light switches, classroom sink handles, counter/ tabletops, shared toys, remotes, and books.
- If anyone (teacher or child) becomes symptomatic during Sunday School, they will be taken to the Fireside Room where they will stay until they are able to leave the premises with family or friends. The same isolation and notification procedures as used for potential infection during Sunday worship will be applied to Sunday School students and all attendees of Sunday worship.

## **PARISH GROUPS**

- The Food Bank and Feed My Lambs programs will continue, as they have since the stay-at-home orders were issued, observing appropriate protocols.
- Buildings & Grounds will continue necessary maintenance activities on campus, as they have since the stay-at-home orders were issued, observing appropriate protocols.
- Centering Prayer, Evening Prayer, Vestry, and Finance committees will continue via Zoom or other remote access means.
- Thursday Bible Study will be permitted to resume in-person meeting, adhering to the guidelines below.
- Other Ministries are encouraged to continue meeting via remote access, and begin planning for in-person meetings or programming in ways that align with appropriate protocols and health orders. In-person activities are expected to commence mid-June, with permission of the Rector and the Reopening Task Force.
- All campus access must be cleared through the office in advance.

## **Meetings**

- Parish groups are permitted to hold in-person meetings. Indoor meetings are limited to attendance of 10 or fewer people, per Diocesan guidelines. More people are permitted to meet outdoors, providing minimum social distancing requirements are maintained. Specific guidelines to be followed are:
  - Until further notice, meeting of parish groups will be limited to the Fireside Room, the Parish Hall, or the Parish Hall Conference Room. The exception is the Outreach Committee, which will be permitted to access Room 2 (the Outreach Room). Groups desiring to meet will need to coordinate with the Parish Administrator to determine if the desired meeting space is available at their meeting time.
  - Meeting attendees will maintain social distancing guidelines (minimum of six feet). Marking the floor in a non-permanent way (i.e., painter's tape) to help with set up of chairs and tables is permissible.
  - Attendees will be required to wear masks.
  - Good air flow is crucial to minimizing risk of infection. It is suggested that, weather permitting, doors and windows be opened during meetings to maintain good air flow. Please remember to close all doors and windows after meetings.
  - Per state and local regulations, there should be no singing during meetings.
  - Per CDC and diocesan guidelines, no group food or drinks may be offered.

## **Admission/Access Protocols**

- Arriving attendees will be directed to a single access point.
- Attendees will be checked to insure they are wearing a mask.
- Names and phone numbers of attendees will be recorded, should contact tracing be needed in case someone in the group tests positive for COVID-19.
- Prior to admittance, attendees will be asked the following health questions:
  - Do you have any of the following symptoms:
    - Sore throat
    - Coughing or sneezing
    - Body aches

- Shortness of breath
  - Loss of taste or smell
- Have you been caring for, or in contact with, anyone who has been diagnosed with or showing symptoms of COVID-19?
- Attendees' temperatures will be taken using a contactless thermometer. If an individual's temperature exceeds 100.4, they will be asked to leave the premises.

### **Drinking Fountains**

- Water fountains will not be available at this time. Attendees should bring their own water bottles, if desired.

### **Cleaning**

- Groups will make sure that any trash from their meeting is properly disposed of (i.e., taken to the dumpster in the parking lot) at the end of their meeting.

### **Notification Protocol**

- In the event that there is possible exposure to COVID-19, the group leader will notify the Parish Administrator as soon as possible.
- Upon such notification, the Reopening Task Force will notify each person in attendance at the identified group meeting to advise them of exposure to a COVID-19 diagnosed person. They will also be advised to stay home and self-monitor for symptoms, following CDC guidelines if symptoms develop.
- The Reopening Task Force will also advise the local health authority (Long Beach Dept. of Public Health)
- Anyone with symptoms or diagnosed with COVID-19 should not return to the campus until they have met the CDC's criteria to discontinue home isolation.

## **OUTSIDE GROUPS**

Diocesan guidelines make a distinction between "essential" and non-essential groups. Essential groups are those groups that contribute to the recovery, health, and well-being of individuals. This includes Twelve-Step groups, such as AA and Al-Anon. All other groups are designated as non-essential. Questions as to the category of groups needs to be referred to the Parish Administrator and Rector. Per Diocesan guidelines, the capacity of essential groups is limited by the ability to maintain adequate social distancing requirements (minimum of six feet between individuals). Non-essential groups are limited to 10 or fewer persons per meeting, if meeting indoors. There is no limit on the number of attendees of outdoors meetings, providing adequate social distancing is maintained.

Outside groups may be permitted to meet beginning three weeks after the resumption of in-person worship, with the permission of the Rector and the Reopening Task Force. Prior to returning to in-person meetings, each group is required to submit to the Parish Administrator a letter detailing how they expect to meet the guidelines listed below. The letter should also identify the name and contact information for the person who will be responsible for making sure these guidelines are followed by their group.

## Meetings

- Meetings will be allowed to resume in the spaces previously used prior to the “Safer at Home” order. Recognizing that maintaining adequate social distancing will be more difficult in some of these spaces (i.e., Fireside Room, Room 1, etc.), groups may want to consider using a larger space such as the Parish Hall, if available on meeting dates and times. Groups desiring to do so will need to coordinate with the Parish Administrator to determine if the Parish Hall is available at their meeting time.
- If practical, groups may choose to meet in an outdoor space such as the courtyard/garden or parking lot. Groups desiring to do so will need to coordinate with the Parish Administrator to determine if the desired space is available at their meeting time. If meeting in an outdoor space, chairs from the Parish Hall may be moved outside, providing they are returned to the Parish Hall upon conclusion of the meeting.
- Meeting attendees will need to maintain social distancing guidelines. Marking the floor in a non-permanent way (i.e., painter’s tape) to help with set up of chairs and tables is permissible.
- Attendees will be required to wear masks.
- It is recommended that single-use handouts be used or that attendees bring their personal books for use at meetings rather than communal books that are reused from week to week.
- Good air flow is crucial to minimizing risk of infection. It is suggested that, weather permitting, doors and windows be opened during meetings to maintain good air flow. Please remember to close all doors and windows after meetings.
- Per state and local regulations, there will be no singing during meetings.
- Per CDC and diocesan guidelines, no group food or drinks may be offered.

## Admission/Access Protocols

- Arriving attendees will be directed to a single access point.
- Attendees will be checked to ensure that they are wearing a mask.
- Some method of recording who is attendance will be required, should contact tracing be needed in case someone in the group tests positive for COVID-19. This can be done by taking a picture of the entire group or recording names and phone numbers of all attendees.
- Prior to admittance, attendees will be asked general questions about their health. Suggested questions include:
  - Do you have any of the following symptoms:
    - Sore throat
    - Coughing or sneezing
    - Body aches
    - Shortness of breath
    - Loss of taste or smell
  - Have you been caring for, or in contact with, anyone who has been diagnosed with or showing symptoms of COVID-19?
- We encourage groups to take the temperature of all attendees to ensure they don’t have a fever (temperature exceeding 100.4).
- Hand sanitizer should be prevised for attendees as they enter and exit.

**Drinking Fountains**

- Water fountains will not be available at this time. Attendees should bring their own water bottles.

**Cleaning**

- Groups will need to make sure that any trash from their meeting is properly disposed of (i.e., taken to the dumpster in the parking lot) at the end of their meeting.

**Notification Protocol**

- In the event that there is possible exposure to COVID-19, the group leader will notify the Parish Administrator as soon as possible.
- Groups should designate someone to be a contact person who will be responsible for letting everyone at a meeting know if anyone has become sick or has come in contact with someone with COVID-19.
- The group contact person will be responsible for notifying the local health authority (Long Beach Dept. of Public Health)
- Anyone with symptoms or diagnosed with COVID-19 should not return to the campus until they have met the CDC's criteria to discontinue home isolation.