



Plan for Re-Opening for Physical Worship

Prepared by the St. Luke's Vestry
July 9, 2020



<http://www.stlukeswoodland.org>
515 Second Street,
Woodland, Ca 95695



STATEMENT OF INTENT

While the following document outlines a plan for re-opening St. Luke's Episcopal Church for Sunday worship in our physical space, the vestry of St. Luke's would like to make it clear that we have no intent to implement this plan now or at a specific stated time in the future. We feel it is important to prepare for a day when it is safe for us to regather in person, and while we all look forward to that day, the health and safety of our congregation is our paramount concern. No gatherings at the church will be contemplated until we can do so based on the guidance of the Yolo County Department of Health and Human Services and the Diocese of Northern California. Furthermore, once permission is granted from the county and the diocese, the vestry may still significantly postpone gatherings at the church until we feel it is safe for our congregation, taking into consideration what we know of our space and our high-risk population.

Digital services will continue for the foreseeable future. We will continue to revisit this plan, adjusting and adapting as necessary as more information becomes available to us. But this plan will not be implemented without full consensus of the vestry that it is in the best interest of the well being of the congregation.

Questions, concerns, or comments can be directed to any member of the vestry.

Shannon DeArmond, Senior Warden

Bruce Watts, Senior Warden

Tom Eaton, Junior Warden

Ian Hohenwarter, Vestry

Cathy Klein, Vestry

Scott Poquette, Vestry

Barbara Shreve, Vestry

Karen Swan, Vestry

Loran Vetter, Vestry

GENERAL GUIDELINES

The congregation will be asked to honor the following guidelines when in the church building for worship or any other reason:

Social Distancing

Maintain 6' distance from anyone not in your household

Wash Your Hands

Wash your hands frequently, and use hand sanitizer as needed

Cover Your Cough

Cough or sneeze into your elbow rather than your hands to prevent the spread of germs.

Wear Face Coverings

All staff and visitors over the age of two years old will wear a face covering when on the premises. Face coverings should be washed after each use.

Stay Home If You Are Sick

If you have a fever, cough, or any congestion; or feel like you might be sick; or live with someone that is sick or exhibiting symptoms, stay home. This applies to clergy, lay ministers, musicians, and participants.

Stay Home If You Are High-Risk

If you are vulnerable to illness, please stay home. We want to keep you safe and well. Online options will still be provided so that we can all worship together.

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WORSHIP

Current guidelines from the State of California (as of 5/25/2020) indicate that places of worship limit their attendance to 25% of capacity, or a maximum of 100 attendees, whichever is lower¹. The capacity of the seating area in the sanctuary at St. Luke's is 219, so our maximum capacity under the state guidelines would be no more than 54. Furthermore, we will maintain a social distancing protocol of 6 feet between household groups at all times, including when we are in the sanctuary. At St. Luke's, this means:

- We will block off two of every three pews. In our current configuration, this allows for 5 pews on a side, 10 pews total.
- Maximum total capacity in the sanctuary will be 54 at any time. Note that with social distancing standards this may be as low as ten.
- Common worship objects will be removed from the pews to reduce touching of common objects, including hymnals, books of common prayer, and bibles.
- Weather permitting, we will open the windows in the church during services to introduce fresh air.
- All congregants and service participants will:
 - Wear a mask at all times (unless under the age of two years old).
 - Self-screen for COVID-19 symptoms before entering church facilities.
 - Use hand sanitizer upon entered the worship space.

Note that average Sunday attendance at St. Luke's is 17 for our 7:30 am service, and 61 for our 10:30 am service (based on the mean attendance from 1/1/2020 to 3/1/2020, excluding special occasions). Our ushers will count the occupancy rate of the sanctuary. In the event that occupancy exceeds our 54 person maximum, or the maximum allowed by social distancing standards, congregants who arrive after the maximum has been reached will be invited to join us from their homes for online worship.

To reduce the risk of reaching our capacity and putting our ushers in a position where they have to turn people away at the door, we will employ a reservation system with signup.com.

A volunteer brigade of mask makers will be led by Barbara Shreve will provide a stash of extra cloth masks that we can provide to guests who arrive without one. If a guest is not comfortable wearing a mask, they will be invited to join us from their homes for online worship.

Clergy

As St. Luke's is currently in a search process, we will verify that our regular roster of supply priests are comfortable leading physical worship, whether they need any special accommodations to feel comfortable, and to make sure

¹ <https://covid19.ca.gov/pdf/guidance-places-of-worship.pdf>

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that they are aware of how we are mitigating COVID-19 risks as outlined in this document. Shannon DeArmond will go over this with each of our supply clergy. To date, Steve Leonetti and Betsy Monnot are willing to supply for us in person.

Ushers

Our ushers will wear masks as will all people in the sanctuary. In addition to regular usher duties, our ushers will:

- Offer hand sanitizer to people upon entry.
- Single-use printed bulletins will be placed on a table at the entry for congregants to pick up.
- A printed copy of the church directory with names and phone numbers will be present at each service so ushers can check off the people who attend. Any visitor who is not in the church directory will be asked to provide their name and phone number which will be added to the day's list.
- A member of the vestry will be appointed before each service to assist our ushers in case a disagreement arises with a participant regarding the safety rules laid out in this document.
- Rather than passing the plate, the offering plates will be placed at a few central locations at the appropriate time in the service. In addition, donations through our existing Tithely account will be encouraged in the bulletin.

Acolytes

Debbie Decker will coordinate the acolyte effort so that social distancing is observed in the altar area and that service participants are aware of the rules and procedures in this document. Acolytes will not share robes. Robes will be labeled with the appropriate wearer's name, and will be taken home and washed with soap and water at the conclusion of each service. In the past, it has been common for us to have two acolytes serving at the same worship service. For now, acolytes will serve either in singles, or in household groups (so siblings may serve together).

Altar Guild

With no social distancing possible in the sacristy, our altar guild routines will have to be modified so that only one person at a time is present in the sacristy. Note that for safety sake we feel that it is important to still have two people performing altar guild duties, but to social distance, in separate rooms if necessary, to maintain 6' minimum of space at all times.

Baptismal Font

The baptismal font will remain drained for the time being.

Passing the Peace

We will continue with the methods of passing the peace that we were observing prior to the closing of our physical worship space, without handshakes, and by encouraging the alternative of placing your hand over your heart and saying "Peace be with you." Social distancing of 6' will be maintained during this time. This will be explained in the bulletin and by our worship leader for the day.

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Holy Eucharist

We will be administering bread only, and rather than our standard homemade bread we will use pre-made wafers for now. A small amount of wine will be present during the offertory and returned to the ground after the service. Our supply priests will be asked to sanitize their hands before and after distributing communion. Communion will be administered by standing at the altar, approaching one pew at a time and maintaining social distancing from others. Congregants will be instructed receive bread at the altar, return with it to their pews, where they can adjust their masks briefly to consume it. We will remove the kneeling cushions from the altar rail, explain this procedure in the bulletin, and ask our supply priest to convey this prior to the invitation. In addition, hand sanitizer will be available near the altar rail for parishioners to use as they approach.

Music

Understanding that music is a cherished part of our tradition at St. Luke's, we will continue to have the organ as part of our church service. However, for the time being we will suspend both the choir and singing in the service. We may occasionally be able to have a soloist if our music director Dean Mora finds it appropriate, and if this can be done while maintaining social distancing. Please note that under the updated State guidelines from July 6th² for places of worship, it is recommended that the soloist not be present in the room with the congregation if indoors. As a possible alternative, this person could be singing in a separate room with a microphone tapped into the church audio system.

Group Recitations

Group recitations (such as psalms, the Lord's Prayer, and the Nicene Creed) are not recommended at this time. Congregants will be advised to say these prayers quietly to themselves.

Online Worship

Online worship options will still be provided for people who are uncomfortable attending physical worship at this time. In order to better include our parishioners at home, once we are back in the church space having worship, we will transition our online offering from the pre-recorded audio that we are currently providing to a live-stream video. Shawn DeArmond has been appointed to present the best system to facilitate this to the vestry.

OTHER GATHERINGS

Coffee Hour

Coffee hour will be suspended for the time being. Congregants will be invited to join our Sunday Peace Gathering over zoom from their homes at 1:00 pm.

² <https://files.covid19.ca.gov/pdf/guidance-places-of-worship.pdf>

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Nursery Care

Nursery care will not be provided. Children will worship in the church with their parents rather than proceeding out for the children's sermon. Parents or guardians will be expected to explain social distancing to their children and make sure that those guidelines are being followed.

Funerals and Weddings

Weddings and funerals can occur if approved by the vestry. The vestry will evaluate that the gathering can comply with state and county restrictions, and with continuing physical distancing plans discussed earlier in the document, and appoint a vestry contact for the event who will communicate these rules to those requesting to hold the event.

Eucharist Visitors and Pastoral Visits

Eucharistic and pastoral in-person visits will be suspended for the time being. Pastoral emergencies will continue to be handled by Father Steve Leonetti via phone until an interim priest is appointed to St. Luke's. At which point, the vestry will invite said person to participate in revising this document with regarding to liturgical and pastoral matters as appropriate.

Small Groups

All our small groups will continue to meet via Zoom for now. This includes our book studies, bible study, Micah forum, vestry, choir, acolytes, Resource Navigators, and Daughters of the King. Any small groups that feel that they have a need to use the church space should address their concerns directly to the vestry.

OFFICE

Our church is not only a place of worship but a place of business for our paid staff including our administrator Staci Garcia, our music director Dean Mora, our Sexton Kevin Maloney, and our children's ministry leader, Tabitha Dale. (Please note that St. Luke's also has a preschool on site. The preschool will continue to maintain the regulations specific to their industry as outlined in the Preschool Addendum to this document.)

Our staff continues to serve St. Luke's primarily from their homes, accessing the campus buildings only when necessary. The music room is the designated workspace for Dean Mora and children's nook off the Guild Hall is the office is the designated workspace of Tabitha Dale. These areas should be accessed only by these designated employees. The office is the designated workspace for Staci Garcia. Note that occasionally volunteers such as our treasurer and counters need to access the office. As social distancing is not possible in this small room, only one person may occupy it at a time and that person shall be responsible for sanitizing all accessed surfaces from keyboards to doorknobs before leaving the space. See the Sanitation Tracker form attached, which is posted in the office space.

All staff are expected to self-screen for COVID-19 symptoms prior to entering the facility. If a staff member has a fever, frequent cough, difficulty breathing, chills, muscle pain, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19, they are not permitted on the premises.

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All staff are required to wear a mask while in the church buildings. In the event that two or more people are in the building at the same time, either volunteers or staff, they will maintain a 6 foot minimum distance to provide social distancing. Any staff member who is diagnosed with COVID-19 must alert a church warden immediately so that the appropriate county representative can be notified along with anyone who has accessed the same spaces recently at the church. See the "Communication" section below for the appropriate form and contact information.

COVID-19 Workplace Exposure Reporting procedures have been posted outside the office and the music room. Signs advising all staff and visitors to wear masks, wash hand frequently, social distance, and stay home if they are sick are posted by every door into the facility and every restroom. A Sanitation Tracker form will be placed inside the office by the door and filled out with each office use.

SANITATION

Our facility is professionally cleaned every Friday by Miller Home Care. In addition, after each service the following cleaning measures must be taken. Only cleaners on the list of approved disinfectants for use against SARS-CoV-2 (COVID-19) by the Environmental Protection Agency³ or the Center for Disease Control⁴ will be used.

- All commonly used surfaces in narthex, nave, and chancel areas, and the sacristy need to be disinfected. These shall include door knobs, toilets, faucets, pulpits and podiums, offertory plants, altars, pews and seating areas. A solution of 5% bleach in water in a spray bottle can be used to clean most surfaces, with the exceptions below.
 - Wood surfaces such as the pulpit, the podium, and the pews will be disinfected with a wood safe cleaner on the EPA disinfectant list such as Lysol Multi-Surface.
 - Metal surfaces such as the chalice, doorknobs, and offertory plates will be disinfected with an appropriate cleaner on the EPA disinfectant list such as Lysol Multi-Surface.
 - Commonly used electronics including all microphones and electronic control panels will be wiped down with 70% isopropyl alcohol.
- The bathrooms in the Guild Hall must be sanitized after every service, if accessed.
- The levels of hand sanitizer and necessary cleaning supplies will be verified, and refilled or ordered if necessary, after every service.
- Robes and garments will be assigned to specific individuals. The wearer is responsible for taking them home and washing them after each use.

³ <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

⁴ <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>

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- Due to the issues with cleaning porous surfaces between services, we will temporarily remove the pew cushions. Congregants may bring a cushion of their own with them to sit on if they find the wooden pews uncomfortable.

COMMUNICATION

We will provide information to the congregation on the new procedures for worship and gathering using our website, our email newsletter, the church's Facebook site, and printed in both the paper bulletins distributed at the door, and in the PDF bulletin available for our online viewers. Verbal instructions will be provided regarding receiving communion and passing the peace by our supply priests. See the "Required Roles" section for a list of the people in charge of training staff and visitors for these procedures.

Signs will be posted at all entryways informing visitors and staff of the main requirements for attending service. Tom Eaton and Shannon DeArmond will work together to create these.

In the event that a person who has attended worship or other gathering on the St. Luke's campus tests positive for COVID-19, all persons who attended worship at that time will be notified by the Senior Warden on behalf of St. Luke's. In addition the Workplace COVID Toolkit⁵ table will be filled out and submitted to Ron Chapman, the appointed Health Officer for the Yolo County Health and Human Services Agency at CMR.FAX@yolocounty.org.

REVISIONS

Once the church is open for worship, this document will be reviewed, and if necessary, revised on the third Monday of every month at the Vestry meeting, or more often if changes in county, state, or diocesan guidelines recommend it.

⁵ <https://www.yolocounty.org/home/showdocument?id=64542>

ADDENDUM: SMALL GROUP GUIDELINES FOR GATHERING AT ST. LUKE'S

St. Luke's is not just a place of worship. Our facility offers a gathering place for smaller groups within the St. Luke's congregation, as well as community groups outside the congregation. Groups that have the capability to continue to meet via digital means are strongly encouraged to do so. However, these are the guidelines by which all groups who do use the facility are required to abide⁶.

Social Distancing

Maintain 6' distance from anyone not in your household.

Wash Your Hands

Wash your hands upon entering the facility, and wash frequently (or use hand sanitizer) as needed.

Cover Your Cough

Cough or sneeze into your elbow rather than your hands to prevent the spread of germs.

Wear Face Coverings

All staff and visitors over the age of two years old will wear a face covering when on the premises. Face coverings should be washed after each use.

Stay Home If You Are Sick

If you have a fever, cough, or any congestion; or feel like you might be sick; or live with someone that is sick or exhibiting symptoms, stay home.

Stay Home If You Are High-Risk

If you are vulnerable to illness, please stay home and stay safe. High-risk individuals are strongly encouraged refrain from gathering at this time.

Avoid Shared Spaces

Avoid sharing spaces with other groups (such as kitchens and leisure areas) wherever possible.

Designate a Point Person

All groups that use the facility should appoint a person in charge of making sure participants are informed of these guidelines. Please communicate the contact information of that person to the St. Luke's Vestry.

⁶ These guidelines exclude the preschool which is operating under more demanding restrictions due to working with children at this time and is actively working with the You County Department of Human Health and Services as well as their own licensing board to meet compliance at this time.

TRAINING CHECKLIST

What follows is general guideline checklist for discussing COVID-19 with your appointed group. Please note that there will be more specific areas that you will want to discuss with your group regarding commonly used spaces, or objects, or job functions that will not be listed here.

- Coronaviruses are a type of virus. There are many different kinds, and some cause disease. A newly identified coronavirus has caused a worldwide pandemic of respiratory illness, called COVID-19. COVID-19 symptoms include cough, fever, shortness of breath, muscle aches, sore throat, unexplained loss of taste or smell, diarrhea and headache. COVID-19 can be severe, and some cases have caused death. The new coronavirus can be spread from person to person. It is diagnosed with a laboratory test. There is no coronavirus vaccine yet. Prevention involves frequent hand-washing, coughing into the bend of your elbow, staying home when you are sick and wearing a cloth face covering if you can't practice social distancing.⁷
- Please self-screen at home for symptoms before entering St. Luke's facilities. Please stay home if you or someone you live with has been diagnosed with COVID-19, or if you or someone you live with has a frequent cough, fever, difficulty breathing, chills, muscle pain, sore throat, recent loss of taste or smell.
- Please seek medical attention if your symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face.
- The best way to prevent the spread of COVID-19 is to:
 - Wash your hand frequently with soap and water for 20 seconds, or use hand sanitizer when hand washing is not an option. Please wash or sanitize your hands as soon as you enter St. Luke's facilities.
 - Wear a cloth face covering at all times. This is mandated by our county. Please wash your face covering after each use. Children under the age of two should not wear face coverings.
 - Avoid touching your face.
 - Maintain a distance of 6 feet from people not living in your household
- If you or someone you live with have been diagnosed with COVID-19, contact a church warden immediately so that we can contact others who may have been in contact with you, and contact the county health department.

Shannon DeArmond (530) 867-6204

Bruce Watts (530) 681-0328

Tom Eaton (530) 681-0328

⁷ <https://www.hopkinsmedicine.org/health/conditions-and-diseases/coronavirus>

SUPPLIES NEEDED TO MAINTAIN THIS PLAN

One-time purchases

Description	Quantity
Touchless hand sanitizer stations (sanctuary entrance and near altar)	2
Spray bottles	4
Painter's tape	2
Tape measurers	2

Continually stock

Description	Quantity
Wafers	N/A
Bleach	N/A
Isopropyl alcohol (70%)	N/A
Lysol Multi-Surface or additional cleaning fluid that meets EPA Guildlines	N/A
Hand sanitizer	N/A
Paper towels	N/A
Sign in sheets for each service (based on directory)	N/A

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REQUIRED ROLES

Role	Appointed Person
Training of safety protocols for church staff and supply priests	Shannon DeArmond
Training of safety protocols for acolytes	Debbie Decker
Training of safety protocols for altar guild	Joan Lucceshi
Training of safety protocols for those using the Great Hall	Tom Eaton
Training of safety protocols for ushers	Scott Poquette
Ordering and maintaining sanitation supplies	Staci Garcia
Cloth mask making brigade coordinator	Barbara Shreve
Vestry point of contact for each service	To be designated at each vestry meeting

SANITATION TRACKER

All spaces accessed by church volunteers, personnel, and visitors will be professionally cleaned once a week on every Friday by Miller Home Care.

In addition we ask that the office is sanitized after each use to further protect the health and safety of our staff. Please wipe down all touched surfaces with the provided spray bottle of cleaning fluid and towels. Include door knobs, filing cabinets, the computer keyboard and mouse, desk surface, copier interface, and any other common surfaces.

Office Cleaning Log

[illegible]

ADDENDUM: ST. LUKE'S PRESCHOOL GUIDELINES

The following documents relate to the safety procedures being employed by St. Luke's Preschool at this time. Questions related to preschool procedures can be directed to Laurie Moore, Preschool Director.

St. Luke's Preschool COVID-19 Procedures

Morning Drop Off

In order to minimize the exposure to adults and children we are asking that only preschool staff enter the preschool building. With that in mind we will be establishing the following procedures:

Please call the Center and a teacher from your child's classroom will come out to pick up your child. The teacher will have gloves and a mask on. Per Yolo County Public Health please wear a face covering at pick up.

Before, your child leaves the car the teacher will do a health check, ask a number of questions, and take your child's temperature. (an infrared thermometer) If your child has a temperature, runny nose, coughing, or shows any symptoms of illness they will not be able to attend. Per Yolo County Public Health please wear a face covering at drop off.

Please be aware that a person can be symptom-free for up to 14 days and have COVID-19.

The staff member will take your child to their classrooms assigned bathroom to wash hands and then into their classroom.

The director will sign your child in and out for the day.

Pick-up

Please call the Center and a teacher from your child's classroom will gather your child's items, wash their hands, and bring them to your car. Once again the teacher will have gloves and a mask on when bringing your child to your car. Per Yolo County Public Health please wear a face covering at pick up.

Classroom

The classroom will have 10 children and two teachers. The children in the classroom will be the same stable children every day, with the same two teachers. The 10 children and staff will be the only people to enter that classroom. The director will not be in the classroom.

The cook will put the food on a cart outside of the classroom. When the cook delivers and removes the food the hallways will be cleared of all teachers and children. The Cook will be the only one allowed in the kitchen.

In the two-year-old and preschool classroom there will only be 10 chairs at the three tables, and chairs will be spaced and labeled at the table for physical distancing. The staff will encourage children to be

physically distance. If your child is returning to the center please take a moment and talk about physical spacing with them. We will be using language around staying in our own bubbles

The classroom and bathrooms will be disinfected daily with a bleach solution. Toys will be rotated after use and removed until disinfected. In the infant room toys will be taken out one at a time and removed as soon as the child is done using the toy.

Bathroom

The Two year old and Preschool class will have their own designated bathroom. The bathroom will be disinfected after use.

Mask

Teacher we will wear mask when with children, families, other staff. Carissa has made each staff member 5 masks, one for each day of the week. Children are not required to wear mask.

Children Items

We are asking you to bring the following items in a backpack or canvas bag; A labeled water bottle, labeled blanket for naptime, and a change of clothes. We will only be accepting these items in backpacks or canvas bags. These backpacks/canvas bags will be returned to you each evening. Inside the backpack/canvas bags will be either a notebook or folder for communication. Please feel free to leave messages for the teachers and check for messages from your teachers. If you would like to speak directly to your child's teacher please feel free to call.

Some of your children like to bring their lovey, baby doll, or stuffed animal. We are asking for them to leave these items at home.

We appreciate your support,
Laurie

Director
St. Luke's Preschool

COVID-19 Wellness Checklist

Staff Name _____ Date _____ Temperature _____

1. Do you or your child presently have any signs or symptoms of COVID-19 (fever, cough, shortness of breath)?
☐ Yes
☐ No
2. Have you or your child had any of these signs or symptoms in the last two weeks?
☐ Yes
☐ No
3. Are you or your child presently living with someone who has experienced the signs or symptoms of COVID-19 in the last two weeks?
☐ Yes
☐ No
4. In the last two weeks have you, your child, or someone who lives with you and your child, been under quarantine for COVID-19?
☐ Yes
☐ No
5. In the last two days has your or your child's temperature exceeded 99.9 degrees? (In answering this question, you affirm that you have been taking your and your child's temperature twice daily, including within two hours before dropping your child off today.)
☐ Yes
☐ No
6. In the last two weeks have you or your child tested positive for COVID-19?
☐ Yes
☐ No

If yes

If you answered yes to any of the questions above, your child may not attend St. Luke's Preschool today.
