

**GRACE EPISCOPAL CHURCH
555 E. Mountain View Ave
Glendora, CA 91741**

**OUR CHURCH AND RESPONSE TO THE CORONAVIRUS
AUGUST 2020**

Community of Love and Trust

At Grace Episcopal Church, the foundation of our ministry and of the efforts of the committee preparing for the re-opening the church for in-person worship, is that of love and trust. Love dictates that we protect and serve the most vulnerable amongst us in making a determination as to how we will gather for worship. This may dictate that for those unable to come to in-person worship due to age, underlying medical conditions, or comfort level, we will continue to provide online worship, Bible Study, meetings, and other activities. This also means that we will continue to practice social distancing, hand-washing, mask-wearing, and other such means of offering protection from the spread of the Coronavirus. Mask wearing is mandated at all times when on the campus of Grace Episcopal Church, unless an individual staff member or volunteer is on the grounds and working alone.

Trust, as a value of our community, means that I trust you and you can trust me to adhere to the recommended safety protocol for preventing the spread of Coronavirus in ~~my~~ daily life. Trust, and indeed love, means that all members of Grace Episcopal Church value one another enough to remain at home and not come on the church campus if one is demonstrating any symptoms or feeling ill, or has been exposed to the virus, or is awaiting test results, or has been compromised in any way. All members of Grace Episcopal Church will immediately report to Rev. Susan if he or she has attended any church event or was on the church campus and later fell ill, became symptomatic, or tested positive for the coronavirus. Report of symptoms or illness must be made even if test results for COVID-19 have not yet been received.

Pastoral care, love, and concern will always be in place as we tend to anyone in need.

GUIDELINES AND POLICIES FOR OUR CHURCH STAFF AND VOLUNTEERS

All staff and volunteers are asked to do a self-assessment and health screening before arriving on the Grace Church grounds. Such an assessment includes temperature taking and monitoring for any symptoms of COVID-19. Staff and volunteers may use the same health screening that will be used for parishioners arriving for in-person worship, whether it be outside or inside. See Health Screening Assessment. If any symptoms present, such staff member or volunteer is asked to remain at home.

- It is the responsibility of each community member to utilize the health monitoring tools on a daily basis.
- If a staff member or volunteer has had COVID-19, a return to work/community questionnaire must be filled out before returning to the community.
- Masks must be worn at all times when working at Grace Episcopal Church unless one is working alone. As soon as another person enters the office, masks must be worn by all present.
- Social distancing and hand-washing protocols must be followed. See posted signage and/or videos found on our website for proper guidance including social-distancing and hand washing.
- At the end of the day, all personnel who are working on-site at Grace Episcopal Church must thoroughly disinfect all work space that has been used. Clorox wipes, Clorox disinfecting bleach, sanitizer, soap, and water, and all other cleaning supplies are available either in the church office or in the sacristy.

ILLNESS, ISOLATION, and QUARANTINE PROTOCOLS FOR CLERGY, STAFF, AND VOLUNTEER LEADERS

- It is crucial that clergy, staff, and lay volunteers who are sick with COVID-19 symptoms or have tested positive for COVID-19 to stay home until cleared by a doctor to return to work. Under no circumstances should anyone return to work if they remain symptomatic. Anyone returning from a suspected or confirmed case of COVID should be asymptomatic for at least 7 days before returning to the campus or any gatherings on the church campus.
- Clergy, staff, and lay volunteers who have recently been in close contact with a person infected with COVID-19 or have been exposed to someone directly or indirectly should self-quarantine for 14 days.
- Clergy, staff, and lay volunteers, must report any COVID-19 symptoms, diagnosis with a positive test, or exposure to someone else with COVID-19 immediately. While maintaining confidentiality to protect the privacy of health status as much as possible, Grace Church will then follow up to perform contact tracing and collect other pertinent information to inform individuals of any potential exposure.
- Staff and lay volunteers must report any such information to Rev. Susan.
- Clergy must report any such information to our Senior Warden.

IN-PERSON WORSHIP

It will be up to the Vestry to make an informed decision, following guidelines and directives from the CDC, the County of Los Angeles, and the Episcopal Diocese of Los Angeles, as to when Grace Episcopal Church may resume in-person worship. As of August 1, 2020, worship inside the sanctuary is still prohibited.

OUTSIDE IN-PERSON WORSHIP

The Grace Episcopal Church Re-Opening Committee has proposed the following guidelines for in-person worship on our front lawn (or in the parking area):

- The area for in-person worship area will consist of the grass in front of the playground and any sidewalk areas, or clearly marked boundaries within the parking area.

Sign-up in advance to attend worship

All persons wishing to attend a service must sign up and register in advance to attend such a service. Attendance will be limited to 30 people.

- Should someone who has not registered for the service show up for worship, we will do our best to accommodate such persons, but discretion will be up to the worship leaders.
- Families of up to a maximum of 5 may sit together. Families are considered to be those persons who live in the same household. If you have a child or family member that has difficulty staying seated during the service or is not able to wear a mask, we ask that you would join online until we can be in church together safely as a larger group. The playground area will continue to be unavailable until deemed a safe shareable space ~~also~~. Thank you for thinking and caring for our community.
- All participants over the age of 2 must wear a mask at all times. The church will provide masks for those who show up without a mask.
- Participants refusing to wear a mask will be asked to return to their homes and enjoy the service via online worship.
- In the unlikely event that there is a disruption over the wearing of masks with an outright refusal to wear one or return home, the service will be immediately cancelled for all.

WORSHIP SPACE

For outside worship, the front lawn will be the primary place for worship

- We will use chairs that have been properly sanitized and properly positioned.
- The set-up committee will arrange chairs, allowing for a minimum of 6 feet between individuals, adding an additional 25% of space for members of a family. The exact arrangement of chairs will be spaced according to the advanced registration.
- Microphones, cameras, sound systems, and altar areas will be set up by the set-up committee.
- Entrance and exit will be via different sidewalks. Volunteer ushers will patrol the area to assist in maintaining the correct direction for traffic flow.
- Signage will direct people for entrance and exit. Signage will also be in place for sanitizing stations.
- Entry-way and exit-way sidewalk will be marked with tape to allow for social distancing of 6 feet while standing in line for entry and/or exit.
- At the conclusion of the service, all participants are asked to leave the church and return to cars without congregating on the grounds.

- Unfortunately, there can be no gathering for social hour, hospitality, or greeting one another.
- No food or drink will be provided, nor should food be brought to the service.
- A water bottle may be brought to the service, but should not be shared with anyone.

PARKING LOT

Parking in the marked spaces in the back parking lot should allow for proper social distancing. Please do not park in the spaces that are coned off. As we are using the front lawn for worship, there will be no parking allowed along the front drive of the church. Street parking is okay.

- A volunteer group of "Parking lot patrols" will direct people and encourage them to return home and not engage in parking lot conversations.

PROTOCOL FOR ENTERING THE WORSHIP AREA

Volunteers will be in place to take temperatures and do a health screening for each individual entering the worship area.

- Signage will be in place for the following:
 - Mandated usage of masks
 - How to wear a mask properly
 - Health screening symptom checker
 - Sanitizer stations
- All participants must be wearing masks that cover the mouth and nose at all times.
- Hand sanitizer will be available at various places on the campus
- After passing the health screening, ushers will show people to their seats.

WORSHIP PROTOCOL

Proper sanitizing, social distancing, and the wearing of masks are crucial to our ability to have a safe service outside.

- Masks must be worn at all times by all participants over the age of 2.
- All service bulletins will be handed out at the service. All participants are asked to either take the bulletins home or dispose of them at the end of the service.
- There will be no Prayer Books or hymnals in use at the service.
- No singing is allowed, as this activity is of potentially high risk for transmitting COVID-19.
- An Episcopal service, by nature, contains much responsive and unison responses. Please say these very softly.
- There will be no passing of the offering plate. A collection plate will be found at the entrance to the worship area.
- Worshippers are asked to follow all directions of leadership.
- Should communion (bread only) be offered, the altar guild will follow all directions as offered by Rev. Susan. See diocesan statement on the offering of Holy Communion.

IF SOMEONE BECOMES ILL AFTER ATTENDING A SERVICE OR EVENT AT GEC

We assume, according to our community standards, that no one will knowingly attend a service or event at Grace Episcopal Church while sick.

- Should an individual become sick in the days after attending a service or event at Grace Episcopal Church, s/he should contact either Rev. Susan or our Senior Warden, Frank Boyd immediately.
- Any person who goes for a COVID-19 test within seven days after attending a service or event at Grace Episcopal Church must notify either Rev. Susan or Frank Boyd. As it can take days and even weeks to receive the results of a COVID-19 test, please do not wait until receiving results to notify the church.
- Any person who receives notice that he or she has been exposed to the virus within seven days following attendance at a service or event at Grace Episcopal Church, should notify either Rev. Susan or Frank Boyd.
- While maintaining confidentiality to protect the privacy of health status as much as possible, Grace Church will then follow up with individuals to perform contact tracing and collect other pertinent information to inform others of any potential exposure.
- All those in attendance at a service or event where they may have come in contact with someone potentially exposed or infected with COVID-19 will be notified of any possible exposure and given guidance regarding self-isolation.
- Should someone test positive for COVID-19 during or following a service, future services will be cancelled for a minimum of two weeks. Further spread of infection could mean a shutting down of services for a longer period of time.

IF SOMEONE BECOMES ILL DURING A SERVICE

We ask all members of the re-opening committee to be vigilant in watching for any illness or other need.

- Anyone who becomes sick during a service is asked to leave the grounds immediately and notify one of the volunteers on duty for the day.
- If someone becomes sick, needing immediate medical attention, such an individual will be taken to the "Isolation Room," otherwise known as the Sunday School room next to All Saints' Room.
- The volunteer on duty will assist as able, while maintaining safety standards.
- 911 will be called in the event of an emergency.

CLEAN-UP PROCEDURES

The worship area will be cleaned as necessary prior to the service.

- The Clean-up team will spray all chairs, the altar, and any equipment with sanitizing spray comprised of 1 part Clorox mixed with 9 parts water for a 1:10 dilution, prepared fresh daily or every-other-day. After waiting 10 minutes, all items will be sprayed a second time with 1:10 Clorox solution, wiped down, and dried. After such cleaning protocol, the chairs may be returned to the proper space.
- Bathrooms will be cleaned and sanitized after the service following the above protocol. Worshippers are asked to follow the directions on the bathroom doors.

SIGNAGE and COMMUNICATIONS

Signage offering directions for worship, spacing, health screenings, COVID-19 symptoms, bathroom protocol, proper use of masks, sanitizer stations, CDC recommendations, and directives will be placed in various places around the campus.

- Directions, guidance, worship protocol, and sign-up procedures will be posted on our website and Facebook pages as appropriate. Additionally, these materials will be available as a hard copy and mailed to parishioners who need them.
- All means of communication will be used for notifying parishioners of COVID-19 guidelines and policies including email, website, Facebook, U.S. Mail, and the telephone.