



ISSUED AUGUST 19, 2020, WITH UPDATES OCTOBER 7, 2020

REVISED PHASE 1 REGATHERING PROTOCOLS

Summary Introduction

These revised protocols (the “Updated Protocols”) replace previous Phase I protocols and reflect current policy as of this date. Following submission of a Vestry Certification, the Updated Protocols may be strictly implemented without further need for permission from the Bishop. Questions can always be directed to the Canon to the Ordinary. The Guidance remains in effect to the extent not in conflict with these Updated Protocols.

Table of Contents

[GATHERING AND WORSHIP PROTOCOLS](#)

[GUIDANCE FOR CHURCH PHYSICAL IN-PERSON GATHERING AND BUILDING USE: WITH RESPECT TO COVID-19](#)

[STREAMING OR RECORDING IN SANCTUARIES:
COVID-19 SAFER STANDARDS CHART](#)

[COVID-19 ADDENDUM: SACRED SPACE PILGRIMAGE](#)

[SACRED SPACE INDOOR USE](#)

[COVID-19 ADDENDUM: WEDDINGS](#)

[COVID-19 ADDENDUM: BAPTISM](#)

[COVID-19 SAFER STANDARDS CHART SUPPLEMENT:
OUTDOOR SMALL GROUPS](#)

[COVID-19 ADDENDUM: COMMUNION UNDER THESE SPECIAL CIRCUMSTANCES](#)

[VESTRY CERTIFICATION FORM](#)

PHASE 1 RE-GATHERING PLAN ISSUED 6/17/20 and UPDATED 8/19/20.: THESE PROVISIONS ARE EFFECTIVE AS OF THIS DATE BUT MAY BE CHANGED OR RESCINDED BY THE BISHOP DIOCESAN BASED ON PUBLIC HEALTH CONDITIONS BY THE BISHOP IN CONSULTATION WITH SUBJECT MATTER EXPERTS. THE BISHOP RESERVES THE RIGHT TO FURTHER RESTRICT OR PROHIBIT IN-PERSON GATHERINGS.

GATHERING AND WORSHIP PROTOCOLS:

- ❖ **Sunday worship remains primarily online.** This is our best option to maintain consistency and accessibility for our principal Sunday worship experience for as many people in our parishes (and beyond) as possible. Protocols for streaming or recording remain as they have been in the Covid Situation Response Document and are contained in the [Safer Standards for Recording and Streaming from Sanctuaries chart](#): only necessary numbers present to do the service (and always less than ten), strict adherence to the Safer Standards Chart (including, but not limited to, no singing or wind instruments, no distribution of communion if celebrated, and masks and social distancing for all participants).
- ❖ **Routine meetings remain online.** Vestry and committee meetings should continue to be virtual. Staff should continue to work remotely when possible and in shifts when not, with strict protocols followed for any staff who work in person.
- ❖ **Outdoors is our safest option for gathering, and fifty (50) is our limit for attendance at one time for the entire church campus.** The [Safer Standards Chart Supplement: Outdoor Small Groups](#) in these documents clarify the safety protocols and apply to all special services, including baptisms, weddings, and burials/memorials. This also applies to Small Group gatherings for formation opportunities, though multiple outdoor opportunities throughout the week are permitted and advisable. It is also important that lay leadership be fully utilized in the leading of those Small Group gatherings, and that hybrid models (in which some meetings will be in person and some online) be utilized to allow maximum participation of members. The Office of Congregational Vitality and the Youth Ministries office have resources available for small group ministry.
- ❖ **Sacred Space protocols, including the [Safer Standards Chart Supplement: Sacred Space Indoor Use](#) and the [Addendum: Sacred Space Pilgrimage](#), are a means of offering safer visits to our parish sanctuaries** for limited numbers of people at a time and under strict timing restrictions. No more than ten (10) persons may be present in the sanctuary at any given time, and protocols for spacing and cleaning as stipulated in the chart and the Guidance must be followed.

Vestry Certification and Notification

is required before a parish begins any of these activities.

The Covid Situation Response Document will be updated as needed and continues to include important additional information.

GUIDANCE FOR CHURCH PHYSICAL IN-PERSON GATHERING AND BUILDING USE: WITH RESPECT TO COVID-19

Sisters and Brothers,

The COVID-19 Task Force has been studying the complex issues affecting our 117 worshipping communities, including parishes, schools, and direct service ministries in 75 1/2 counties in middle and north Georgia. **The Bishop's office is monitoring the public health conditions in our diocesan area and will inform us when this Guidance may be implemented, revised, or revoked.** You will want to monitor your local public health conditions in order to implement this Guidance only to the extent appropriate for your situation.

We agree the benefits of in-person gatherings are real and robust. We recognize the work of welcoming, caring, advocating, reconciling, praising, and loving as God loves us finds particular energy in face-to-face fellowship. However, we also recognize the real risks associated with in-person gatherings are elevated given the ongoing COVID-19 pandemic. These risks are serious and complicate our perception of what true hospitality will look like in 2020 and beyond.

Online is not only the safest space for us to gather but the way for us to reach the broadest range of people at this time. We strongly encourage online worship, formation, and fellowship to continue and to expand even if physical in-person gatherings are added. The COVID-19 Task Force's goal is to analyze, on an ongoing basis, the risks associated with in person gatherings while also recognizing the specific and valuable benefits of in-person meetings of our Diocesan communities and to develop minimum standards and guidelines based on the most recent and relevant data. We are using a data-driven approach to develop an understanding of the risks, the relative levels of these risks, and the risk trends evident in our respective communities, including ongoing review of guidance from public health authorities. As risk data changes, so may the minimum standards and additional guidelines as recommended by the COVID-19 Task Force.

All exceptional services, such as baptism, funerals, and weddings, are subject to the published protocols as of this date. Please contact the Bishop's office to discuss specific needs.

In keeping with the gift of faith and our shared Diocesan values, our driving directive is love of neighbor. As such, we recognize the recommended minimum standards and additional guidelines may exceed secular directives. Our data-driven approach is meant to support Diocesan communities by providing a set of minimum standards to meet and a maximum number of people as well as guidelines to be implemented **if and only if** a Diocesan community has discerned that the inherent public health and faith-based risks due to specific risk indicators (e.g. relative age of community members, facility restrictions, etc.) are outweighed by the perceived development of the faith community in its spiritual health and purpose. **No**

Diocesan community is required to offer physical in-person gatherings, in or outside of church buildings. Even if the current COVID-19 Guidance permits gatherings, you may always choose protocols that are more restrictive or maintain online-only.

If a worshipping community chooses to offer physical in-person gatherings, whether inside or outside of church buildings, then the minimum standards and maximum numbers DATED outlined on the current Safer Standards Chart must be followed. Flexibility is indicated where possible, but the minimum standards and maximum numbers are otherwise to be considered mandatory. In order to proceed with physical in-person gatherings:

- ❖ The parish must develop detailed plans for such gatherings per this Guidance and published protocols and such plans must be approved by the vestry; and
- ❖ Such parish must notify the Bishop's office, in advance of their intent to implement such plans and [submit a Certification](#) in advance that they have a plan that complies with the current Guidance; such certification shall be updated in the event the Guidance is substantially revised.

At this time, all offerings by a parish or worshipping community of physical in-person gatherings must be conducted on church property unless an alternative is approved by the Vestry. This includes bible studies and social gatherings that are offered as parish activities. No third parties should be hosting official parish activities. Any off-site gatherings must take place in public outdoor settings, not private residences or yards.

Finally. As you all know from the tremendous expressions of church and of your own hope in Christ that you have been offering online, by phone and text, through masks and gloves, **the church does not need to return from anyplace. The church has been present throughout, as it has in all conditions for millennia.** We look forward to being able to gather again and to use our spaces freely. Until this time, we can encourage one another in discipline, creativity, invitation and dignity in our Episcopal practice.

What follows is public-health-centered guidance for shaping physical in-person gatherings and building use and reflection invitations for clergy and lay church leadership to explore and return to throughout this

extended season of our relationship with COVID-19. What works one week might not work the next. Just because we can take certain actions does not mean we have to. What can we design and redesign that is science-supported and life-giving?

The mission of the church is to restore all people to unity with God and each other. The church pursues its purpose through prayer and worship, proclaiming the gospel, and promoting justice, peace, and love. The church completes its purpose through the ministry of all its members. (BCP, p. 855)

“We challenge ourselves and the world to love like Jesus as we worship joyfully, serve compassionately, and grow spiritually.”

Diocese of Atlanta purpose statement, adopted 2015

I. Initial (and Ongoing) Work

1. Identify the Leaders.

Whether our people gather physically in person or not, we may benefit from leaders in new or expanded roles to assist with messaging, logistics, formation, and modeling prayerful and compassionate response to an ongoing pandemic.

Who will be the conversation partners, formation leaders, and implementation team throughout this season?

- ❖ Staff
- ❖ Vestry
- ❖ Consider forming a dedicated task force for pandemic season, including focus on building use and physical in-person gatherings.
- ❖ Consider involving altar and flower guilds, vergers, ushers, and formation leaders in the discussion.
- ❖ Who else will be helpful in ongoing discernment and communication with your community?

Who will be the logistics partners? Specific logistical needs will emerge. Who will handle these with skill and discretion (where health information is concerned)?

2. Discern and Repeat

Why are we doing what we are doing?

Together with the practical considerations, we are called to a particular expression of God’s purpose in our outposts of the Episcopal church. Staying focused on the initial question of “why are we doing what we’re doing and how does it enhance our life as followers of Jesus?” may be helpful in choosing our activities in the upcoming months.

Consider the questions below¹ for reflection and discussion in clergy groups and with vestries, parish task forces, and our church communities at large:

Look Inward.

- ❖ What is our purpose? What are our core values?
- ❖ How does the activity we are contemplating express our purpose and core values?
- ❖ How does it undercut our purpose and core values?
- ❖ What does the action or change we are considering make possible?
- ❖ Whose needs are we prioritizing? Who will be left out of the activity we are contemplating? High-risk persons? Others?
- ❖ What intentional and unintentional formation might occur from the contemplated activity or choice?
- ❖ What are we longing for? What are different ways in which we might respond to such longing?
- ❖ What grief and anxiety do we need to create space to address? This can be general and in response to specific choices.
- ❖ How does the activity we are contemplating relate to the wider community, including people who do not have church as part of their lives?
- ❖ If we are feeling called to take risks for Jesus, what risks might we choose that do not implicate public health?
- ❖ If we are feeling called to keep discipline for Jesus, what disciplines we might choose that do not implicate public health?

- ❖ How does imagining this activity or change feel in our physical bodies? Tightness, spaciousness, clenching, butterflies...just notice. Are these sensations giving us information to consider?
- ❖ Congregational surveys may be helpful, both for data and to keep people engaged in the conversation. One free survey is available at <https://resources.gloo.us/carey/>. You may also design your own through Survey Monkey or a similar tool.

Look Around.

- ❖ Who is at high-risk? COVID-19 appears to have disparate impact on people over age 65 years, people with certain pre-existing conditions including diabetes, high blood pressure, heart or lung conditions, obesity, asthma, and compromised immune systems, and Black and Hispanic persons (not because of their genetics, but rather because of decades of systemic racism and disparities that put them into high risk categories).¹

¹ Please feel free to reach out to the COVID-19 Task Force and Diocesan staff with any questions about your discussions with your insurer.

- ❖ What is our insurance company telling us? Every shape of gathering or building use must include discussion with your parish's insurance company about its COVID-19 coverage policy and what is excluded from coverage.³
- ❖ What is current federal, state, and local (city, county) law and policy regarding business operations and gatherings at this time?
- ❖ How is COVID-19 affecting our geographic area at this time?
- ❖ What has been the trend over the last two weeks if these data are considered accurate? If the previous two weeks of data are still partial, consider using the previous two weeks. The Task Force is researching references for public health information and will share when available.
- ❖ At what types of events and venues is community spread being reported?
- ❖ What percentage of people have been tested in our county? Are asymptomatic persons being tested? Are there concerns about accuracy of testing data presented?

3. How will we handle the following situations?

- ❖ How will we ask people to report if they become infected? To whom will they report this information? How will the information be protected?
- ❖ In the event of a reported infection, who will contact those who may have been exposed to the virus?
- ❖ Note: prepare a script for communication of potential exposure that does not name any names.
- ❖ How will we handle persons who are not compliant with safety protocols?
- ❖ How will we handle a situation where too many people arrive for a particular offering? How will we tell a person they cannot stay? (Online signups in advance may mitigate this issue.)

- ❖ How will we handle persons who appear to be ill or become ill? Do we have a space designated to take such persons and a plan to assist in guiding their return home or to a safe place?
 - ❖ Who within the parish will make the determination of whether the parish has experienced an outbreak, defined as more than three (3) reported infections at one time? What is the communication plan for closure due to COVID-19 outbreak?
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I. Current Guidance for Church Physical In-Person Gatherings and Building Use

Minimum Required Health Standards: **See the current Safer Standards Chart for [indoor](#) and [outdoor](#) gatherings, dated August 12, 2020 or as subsequently revised.**

- ❖ Nursery and Children’s Activities.
 - No nursery at this time.
 - No children’s activities at this time due to potential difficulties managing appropriate social distancing and hygiene. Children may be included in gatherings together with their families.

Church Youth Activities:

- ❖ With vestry approval, youth may gather in accordance with the Safer Standards Chart, this Guidance, and Safeguarding God’s Children standards.

Space Preparation and Supplies:

- ❖ Basic facilities maintenance protocols are especially important. This includes replacing all HVAC filters (furnace, air conditioning, air cleaner devices), increasing the frequency of filter replacement, and adjusting HVAC thermostat programming so that recycled air is not blowing when groups are gathering. This also includes fans or swamp coolers. Please refer to the CDC’s guidance and recommended cleaning products at <https://www.cdc.gov/coronavirus/2019ncov/community/reopen-guidance.html>.
- ❖ HVAC Use: Circulation of outdoor air may be helpful in reducing risk of virus exposure in an indoor space. Ask your HVAC maintenance team for any guidance regarding use of your specific HVAC system. Recommendations may include increasing outdoor air circulation and running the

HVAC for periods of time when the space is unoccupied, but recommendations will be specific to your space and system. The resource page provided by the American Society of Heating, Refrigerating, and Air-Conditioning Engineers may also be helpful.

- ❖ Cleaning and sanitizing surfaces is critical during this time with particular care given to doorknobs, door push bars, railings, bathrooms, pews, chairs, and other areas touched by human hands, before and after worship.
- ❖ Measure and mark off spaces for people/families/pods (as appropriate) to sit.

Supplies:

- ❖ Masks: Everyone over age two (2) must have one, even outdoors. May be removed outdoors as provided on the Safer Standards Chart, but each person must have a mask available. Church must have masks available to provide but should request people arrive with their own if they have them.
- ❖ Hand sanitizer with at least 70% alcohol must be provided by the church and dispensed as provided on the Safer Standards Chart.
- ❖ Disposable gloves for setup/takedown must be made available at the church. Gloves need not be worn during worship/in-person gatherings.

Cleaning in between services/offerings if multiple in a single day:

- ❖ If indoors, one option is to use different spaces for different offerings and close off after each use so no one space is used multiple times on one day.
- ❖ Alternatively, arrange for deep cleaning of the utilized spaces by persons wearing PPE including N95 masks and gloves between gatherings.
- ❖ If outdoors, ask those gathering to bring their own seating to reduce cleaning requirements.
- ❖ Alternatively, arrange for cleaning of outdoor seating with bleach or sanitizing solution between uses.

After gathering cleaning schedule options:

- ❖ Where possible, after indoor space use, leave the buildings or used space closed and unattended for three (3) days before cleaning. This protects persons cleaning the space as the virus is unlikely to survive beyond three (3) days in such conditions.
- ❖ Alternatively, deep cleaning of the utilized spaces by persons wearing PPE including N95 masks and gloves may occur any time after the gathering.
- ❖ Outdoor benches, seating, and other items may be wiped down with bleach or sanitizing solution.

Adjacent space use and cleaning schedule:

- ❖ For example, if worship is offered in the nave and a bible study is to be offered the following day in a different room, the nave may be either (i) cleaned immediately after use or (ii) closed off until cleaning. The adjacent space may be used for bible study even if the nave has not yet been cleaned, so long as the nave and any other spaces used are closed off.
- ❖ If restrooms are being used, these should be cleaned before each day's use or, if separate restrooms are available, designate one for use on one day and another for use on the subsequent day.

Outbreak Protocol:

- ❖ If an outbreak occurs, building use and gatherings will cease for fourteen (14) days from the date the outbreak was discovered.
- ❖ Immediately report an outbreak to the office of Canon Alicia Schuster-Weltner and to the health department of the county in which your parish is located.
- ❖ Any additional steps may be determined through discussion of the specific situation between your parish and Canon Alicia Schuster-Weltner.

Team Preparation:

- ❖ Draft and distribute reminders to all who are invited to attend physical in-person worship to please stay at home if they have had a fever (temperature of 100.4 °F or greater) or any symptoms of COVID-19 in the past three (3) days or have been exposed to anyone with these symptoms or anyone who may themselves have been exposed. Also, remind those invited of the protocols in place per these Guidelines.
- ❖ Who will keep track of guests, contact information, and seating assignments?
- ❖ Who will offer guidance to persons who are not complying with safety protocols?

- ❖ Who will set up chairs (if needed), cordon off pews (if needed), measure and mark appropriate spacing? Confirm this person wears a mask and gloves for setup.
 - ❖ Who will clean up afterward, return items to indoor storage (if needed), and complete initial sanitization? Confirm this person wears a mask and gloves for takedown.
 - ❖ If offering multiple gatherings in a day or over a few days, consider rotating clergy and lay persons assisting with the gatherings in order to minimize each individual's potential exposure risk.
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III. Contemplation, Imagination, Integration

This guidance applies to this moment and this moment will not last forever. Even if we cannot participate in certain sacraments right now in the way we long for, we are free to imagine what our sacraments might look like in different seasons of our experience with COVID-19. We may be called to work within our communities to integrate experience of the pandemic into people's broader faith narratives. We hope to do some of this creative and theological work together.

For example, although we cannot participate in Eucharist in the usual ways just now, the Eucharist remains central to our theology and practice. What images of Eucharist are meaningful to you in our current context? What practices are you imagining going forward? What types of formation around Eucharist are we facilitating in our communities?

We encourage the creation of spaces for a season of spiritual formation through sharing and dialogue around our sacraments and church practice.

A note on preschools operated on parish properties. As preschools demand a specialized standard of care, please refer to the CDC's guidelines for childcare facilities and schools. You may find the Child Care Decision Tool, linked [here](#), helpful in deciding whether to open your preschool facility. CDC's safety standards for operating a preschool (the "CDC Preschool Guidance") at this time and until further notice are linked [here](#). Should your parish open its church-run preschool, a certification that the CDC Preschool Guidance is satisfied shall be submitted from the board of directors of such preschool and affirmed by the parish vestry, to the Bishop's office and shall be updated in the event of a substantial revision of the CDC Preschool Guidance or upon request of the Bishop's office.

For additional information, including with respect to church offices, pastoral care, and community engagement ministries, please continue to refer to the Episcopal Diocese of Atlanta's [Current Situation Summary](#), posted under COVID-19 resources at <https://www.episcopalatlanta.org/covid-19/>.

STREAMING OR RECORDING IN SANCTUARIES: COVID-19 SAFER STANDARDS CHART

Purpose: To support making our worship available for online viewing.

This guidance is subject to revision or rescission by the Bishop Diocesan in his sole discretion. This Safer Standards Chart Supplement is promulgated pursuant to the Guidance. Information not specified in this Supplement shall be as set forth in the Guidance.

	In Sanctuaries or Outdoors
Maximum Number of People	<p>Minimum number necessary to conduct and record worship, not to exceed ten (10) persons</p> <ul style="list-style-type: none"> ● One (1) Celebrant or Officiant (priest, deacon or lay officiant); this person will also serve as preacher) ● One (1) Musician (One (1) Organist or Pianist; no in-person singing) ● One (1) Lector or One (1) Server (priest, deacon or lay) ● Video technology support (ideally one (1); two (2) if needed and can be safely physically spaced)

<p>Spacing</p>	<p>At least six (6) feet apart (including when at the altar)</p> <p>Every other pew/row of chairs cordoned off. Do not seat persons directly in front of/behind one another</p>
<p>Duration</p>	<p>Forty (40) minutes or less total in the space</p>
<p>Record Keeping</p>	<p>Log everyone involved.</p> <p>Every individual assisting with the livestreaming should be signed in with contact information to insure that should someone become infected, exposure can be tracked and appropriate follow-up measures can be taken. Each person involved should maintain effective physical distancing and ongoing self-monitoring regarding their health at all times.</p>

<p style="text-align: center;">Assigned or Recorded Seating /Placement</p> <p>This information is necessary for contact tracing so we may let people know if they may have been exposed to COVID-19.</p>	<p style="text-align: center;">Yes</p> <p style="text-align: center;">If assigned seating is not included in online signups, a designated usher may record along with names and contact information</p>
<p>Masks & Partitions</p> <p>Church must have masks available for persons who do not bring their own; medical grade masks not required</p>	<p>Masks should be worn by those present, including the preacher, when more than one person is in the same space—even if six feet apart.</p> <p>Transparent face shields: Face shields are designed to be an additional support and protection for those already wearing masks. They are <i>not</i> a substitute for masks.</p> <p>Plexiglass barriers: Parishes that choose to install a plexiglass shield at the pulpit to provide a physical barrier may do so if professionally installed and according to the Guidance and the specifics herein. A critical factor for a partition is that its dimensions should exceed the breathing zone of partition users (on any side of the partition) by a wide margin. The breathing zone is the pocket of air from which a person draws breath, and can be visualized as a bubble with a radius of 12” extending from the mid-point between a person’s ears. Thus, the height of the partition must take into account the shortest and tallest user, and the width of the partition should account for user behavior--such as side to side movement by the preacher. If a mask is then removed for preaching</p>

	<p>only, any other participants in the service should be at least 8 feet away and seated behind the preacher. Hands should be publicly sanitized after removing the mask for preaching and after replacing the mask immediately following preaching. The plexiglass shield is to be considered a contaminated surface and should be used by no one else and cleaned according to Guidance protocols.</p>
Musical Instruments	No wind instruments (other than organ)
Singing and/or Chanting	No not safe at this time for anyone. Individual recording and sound mixing of choirs is encouraged to make use of the gifts of choir members.

<p>Eucharist</p>	<p>If communion is celebrated: The use of the common cup is to be suspended until this crisis has passed. Communion is to be offered in one kind, bread only and should be administered by the celebrant alone. Wine will be consecrated by the celebrant but not consumed during the service. Following the service, the normal practices of the parish will be followed concerning the consecrated wine and bread. The celebrant should visibly wash and sanitize their hands before consecrating the bread.</p>
<p>Passing the Peace/Greetings</p>	<p>Touch free and maintain at least six (6) feet of distance (waving, bowing, etc.)</p>
<p>Offering Plates</p>	<p>No</p>

<p>Hand Sanitizer</p>	<p>Should be used by all participants and this use should be visibly repeated by the priest before celebrating communion.</p>
<p>Printed Materials</p>	<p>No not safe at this time</p> <p>All books and material to be removed from space (hymnals BCP, pencils, offering cards, etc.). Participants in leading the worship should bring their own materials and take them with them at the conclusion of the service.</p>
<p>Processions</p>	<p>No not safe at this time</p>

<p>Restrooms</p>	<p>Emergency use only² Post signs at each restroom detailing safer restroom use and safety precautions as necessary. Otherwise cordoned off</p>
<p>Food and Beverages</p>	<p>No</p>
<p>COVID-19 Contact Tracing Plan</p>	<p>Remind those participating in worship: Whom to contact at the church if you develop symptoms of COVID-19 and/or test positive within five (5) days after this gathering. When such information is reported, (i) others at the gathering may</p>

² In the event of a true emergency requiring restroom use: one person at a time may enter the restroom should be encouraged to wear a mask at all times while in the restroom. Hand washing, as always, after use of the restroom is necessary. Persons using the restroom should use a paper towel to touch any surfaces, including door handles, and then discard the paper towel immediately. The restroom should be cleaned per the Guidelines.

	<p>be notified of potential exposure (names will not be shared), (ii) the public health department of the county in which the parish is located will be contacted, and (iii) Canon Alicia-Schuster Weltner will be notified in accordance with Diocesan policy.</p>
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COVID-19 ADDENDUM: SACRED SPACE PILGRIMAGE

TO BE USED WITH THE COVID-19 SAFER STANDARDS CHART SUPPLEMENT: SACRED SPACE INDOOR USE

Purpose: To provide guidance for use of indoor space for prayer, meditation, and other pilgrimage expressions.

This guidance is subject to revision or rescission by the Bishop Diocesan in his sole discretion. This Addendum is promulgated pursuant to the Guidance. Information not specified in this Addendum shall be as set forth in the Guidance or any Safer Standards Chart Supplement referenced herein.

Please refer to the Guidance and the Safer Standard Chart Supplement: Sacred Space Pilgrimage for detailed guidance for offering your parish's indoor space for holy pilgrimage.

Certain guidance follows:

- ❖ Maximum of ten (10) persons gathered, including any clergy, assistants and musicians. At least two (2) designated assistants must be in attendance to manage and support the gathering in accordance with the Guidance and all applicable protocols.
- ❖ All persons over the age of two (2) shall wear a face mask. Per CDC guidelines, infants and children under age two (2) should not wear masks due to concerns for their safety.
- ❖ Total gathering time shall be one (1) hour or less. You may offer up to two (2) sessions in one day, provided thorough cleaning in accordance with the Guidance is completed between each session.
- ❖ No printed materials may be provided and all printed materials must be removed from the pews and all areas of the space to be opened for pilgrimage.
- ❖ No food or drinks may be offered.
- ❖ No nursery or childcare may be provided.
- ❖ Music, other than singing or wind instruments, is welcome.

SACRED SPACE INDOOR USE: COVID-19 SAFER STANDARDS CHART SUPPLEMENT

	Indoors
Maximum Number of People	<p>Up to ten (10) persons at one time.</p> <p><i>All numbers include clergy and lay support team members.</i></p>
Spacing	<p>Designate seating or standing spaces with at least six (6) feet apart on all sides between individuals or pods³</p> <p>At least every other pew/row of chairs cordoned off. Do not seat or position persons directly in front of/behind one another</p>

³ A “pod” is a small group that has contact with each other essentially exclusively and otherwise practices social distancing.

<p>Duration</p>	<p>Thirty (30) minutes or less total in the space per individual</p>
<p>One Way and Traffic Flow Markings</p>	<p>Yes</p> <p>Idea is to keep people from crossing paths head-on; arrows in tape on the floor or signs may help direct traffic into and out of nave or worship space, into and out of seating, and similar.</p>
<p>Online (or Alternative) Signups</p> <p>Including name and contact information; can also include signing up for seat/placement locations (for example, SignUp Genius)</p>	<p><u>Required</u> for Contact Tracing Purposes</p> <p>If no online signups, names and contact information may be recorded by a designated usher such that only one person touches the pen and paper</p>

<p style="text-align: center;">Assigned or Recorded Seating/Placement</p> <p>This information is necessary for contact tracing so we may let people know if they may have been exposed to COVID-19.</p>	<p style="text-align: center;"><u>Required</u> for Contact Tracing Purposes</p> <p style="text-align: center;">If assigned seating is not included in online signups, a designated usher may record along with names and contact information</p>
<p style="text-align: center;">Masks</p> <p>Church must have masks available for persons who do not bring their own; medical grade masks not required</p>	<p style="text-align: center;">Yes</p>
<p style="text-align: center;">Choir, Singing, Chanting</p>	<p style="text-align: center;">No</p>

Musical Instruments	Yes; other than wind instruments, which may <u>not</u> be used
Eucharist	No; not safe in any form at this time
Offering Plate	No

<p>Printed Materials</p>	<p>No not safe at this time All books and material to be removed from space (hymnals BCP, pencils, offering cards, etc.)</p>
<p>Processions</p>	<p>No not safe at this time</p>

<p>Restrooms</p>	<p>Emergency use only⁴</p> <p>Post signs at each restroom detailing safer restroom use and safety precautions as necessary. Otherwise cordoned off</p>
<p>Food and Beverages</p>	<p>No</p> <p>Cordoned off</p>

⁴ In the event of a true emergency requiring restroom use: one person at a time may enter the restroom should be encouraged to wear a mask at all times while in the restroom. Hand washing, as always, after use of the restroom is necessary. Persons using the restroom should use a paper towel to touch any surfaces, including door handles, and then discard the paper towel immediately. The restroom should be cleaned per the Guidelines.

<p style="text-align: center;">COVID-19 Contact Tracing Plan</p>	<p style="text-align: center;">Remind those using the indoor space:</p> <p style="text-align: center;"><u>Whom to contact</u> at the church if you develop symptoms of COVID-19 and/or test positive within five (5) days after this space use.</p> <p style="text-align: center;">When such information is reported, (i) others at the gathering may be notified of potential exposure (names will not be shared), (ii) the public health department of the county in which the parish is located will be contacted, and (iii) Canon Alicia-Schuster Weltner will be notified in accordance with Diocesan policy.</p>
<p style="text-align: center;">Cleaning</p>	<p style="text-align: center;">Per Guidelines</p>

<p>Designated Space and Process for Assisting a Person who Exhibits Symptoms or Becomes Ill on Site</p>	<p style="text-align: center;">Required</p> <p>If a person exhibits symptoms or indicates illness while in the indoor space, escort the person (from a distance of six (6) feet) to a designated outdoor space, from which such person may wait for a ride or otherwise leave the area. Follow contact tracing protocols as appropriate.</p>
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COVID-19 ADDENDUM: WEDDINGS

TO BE USED WITH THE COVID-19 SAFER STANDARDS CHART SUPPLEMENT: OUTDOOR SMALL GROUPS

Purpose: To provide guidance for outdoor weddings.

This guidance is subject to revision or rescission by the Bishop Diocesan in his sole discretion. This Addendum is promulgated pursuant to the Guidance. Information not specified in this Addendum shall be as set forth in the Guidance or any Safer Standards Chart Supplement referenced herein.

The rite of Holy Matrimony may be offered **outdoors only**, generally in accordance with the [Safer Standards Chart Supplement: Outdoor Small Groups](#).

Specific guidance follows:

- ❖ Maximum of ten (50) persons gathered, including the presider, persons to be married, photographer, and any assistants.
- ❖ All persons over the age of two (2) shall wear a face mask. Per CDC guidelines, infants and children under age two (2) should not wear masks due to concerns for their safety.
- ❖ Total gathering time shall be one (1) hour or less. Liturgy shall be tailored accordingly. As you design your marriage liturgy, please raise any specific liturgical queries to the Diocesan staff.
- ❖ No dressing, preparations or any other activities inside the church building.
- ❖ The officiant shall maintain a distance of six (6) feet from the persons to be married and all others gathered, except the officiant may approach the persons to be married briefly to bless the rings. The persons to be married do not need to be distant from one another. They must wear masks – except for a brief kiss of peace.
- ❖ No reception, food or drinks may be offered.
- ❖ Consider live-streaming the marriage to include other guests and the wider community.

COVID-19 ADDENDUM: BAPTISM

TO BE USED WITH THE COVID-19 SAFER STANDARDS CHART SUPPLEMENT: OUTDOOR SMALL GROUPS

Q. What is Holy Baptism?

- A. Holy Baptism is the sacrament by which God adopts us as his children and makes us members of Christ's Body, the Church, and inheritors of the kingdom of God.

Q. What is the outward and visible sign in Baptism?

- A. The outward and visible sign in Baptism is water, in which the person is baptized in the Name of the Father, and of the Son, and of the Holy Spirit.

Q. What is the inward and spiritual grace in Baptism?

- A. The inward and spiritual grace in Baptism is union with Christ in his death and resurrection, birth into God's family, the Church, forgiveness of sins, and new life in the Holy Spirit.

An Outline of the Faith, Book of Common Prayer

Purpose: To provide guidance for outdoor baptism.

This guidance is subject to revision or rescission by the Bishop Diocesan in his sole discretion. This Addendum is promulgated pursuant to the Guidance. Information not specified in this Addendum shall be as set forth in the Guidance or any Safer Standards Chart Supplement referenced herein.

Baptism in community is central to our faith and we are eager to resume the sacrament. In-person baptism may be offered outdoors only, generally in accordance with the Safer Standards Chart Supplement: Outdoor Small Groups.

Specific guidance for the rite of baptism follows:

- ❖ Maximum of ten (10) persons gathered, including the presider, baptismal candidate, and any assistants.
- ❖ All persons over the age of two (2) shall wear a face mask. Per CDC guidelines, infants and children under age two (2) should not wear masks due to concerns for their safety.
- ❖ Total gathering time shall be one (1) hour or less. Liturgy shall be tailored accordingly. As you design your baptismal liturgy, please raise any specific liturgical queries to the Diocesan staff.
- ❖ Baptism shall generally be offered for one candidate per gathering. The one exception is that up to two (2) candidates from the same household or pod may be baptized at the same gathering.
- ❖ Close proximity among the baptismal candidate, presider, and one parent or caregiver to hold an infant is allowable for a very brief period of 2-3 minutes during the rite, provided face masks are worn as indicated.

- ❖ Designate an assistant to dispense the hand sanitizer to the presider. Immediately before and after the rite, and in between each baptism if more than one household member is baptized, the presider and assistants wash and disinfect their hands.
- ❖ When an infant is baptized, allow the parent or caregiver to hold the infant during the entire rite. The presider may approach the parent and caregiver (or vice versa) only for the actual pouring of water and blessing.
- ❖ Parents or caregivers maintain a physical distance of six (6) feet from the presider except for the parent or caregiver holding an infant during the administration of the water and the laying on of hands. Persons living in the same household or in a pod do not need to maintain physical distancing from one another, only from the presider and any other persons gathered.
- ❖ Pour fresh water into the font from a pitcher at the time of the rite.
- ❖ Perform indicated gestures of blessing over the water without touching the water.
- ❖ Take water from the bowl with a ladle and pour it over the head of the candidate.
- ❖ Include a separate basin to catch the water poured over the baptismal candidate if water from the font will be used for another baptism.
- ❖ Preferably, use a fresh basin of water for each baptism if two baptisms are to be performed in one gathering.
- ❖ To minimize contact, anointing with chrism is not to be practiced at this time. The presider may make the sign of the cross in the air over the candidate and offer a blessing.
- ❖ After the rite, the presider should return to at least six (6) feet of distance from all other persons.
- ❖ Processing is not safe at this time but do take a moment to celebrate the newly baptized at a distance!
- ❖ Consider live-streaming baptism in order to share and witness with the wider community.

COVID-19 SAFER STANDARDS CHART SUPPLEMENT: OUTDOOR SMALL GROUPS

ISSUED AUGUST 19, 2020, WITH UPDATES OCTOBER 7, 2020

Purpose: To support gatherings of small groups outdoors.

This guidance is subject to revision or rescission by the Bishop Diocesan in his sole discretion. This Safer Standards Chart Supplement is promulgated pursuant to the Guidance. Information not specified in this Supplement shall be as set forth in the Guidance.

	<h2>Outdoors</h2>
<p>Maximum Number of People</p>	<p>Up to fifty (50) persons at one time. <i>All numbers include clergy and lay support team members.</i></p>

<p>Spacing</p>	<p>Designate seating or standing spaces with at least six (6) feet apart on all sides between individuals or pods⁵ AND, if communion is to be offered at least ten (10) feet between rows. Any passage through which the 1-2 persons distributing communion will pass must be at least ten (10) feet wide.</p> <p>Do not seat or position persons directly in front of/behind one another</p>
<p>Duration</p>	<p>75 minutes or less total, including gathering and wrap-up time. No lingering outside of this time</p>
<p>One Way and Traffic Flow Markings</p>	<p>Yes</p> <p>Idea is to keep people from crossing paths head-on</p>

⁵ A “pod” is a small group that has contact with each other essentially exclusively and otherwise practices social distancing.

<p style="text-align: center;">Online (or Alternative) Signups</p> <p>Including name and contact information; can also include signing up for seat/placement locations (for example, SignUp Genius)</p>	<p style="text-align: center;"><u>Required</u> for Contact Tracing Purposes</p> <p style="text-align: center;">If no online signups, names and contact information may be recorded by a designated usher such that only one person touches the pen and paper</p>
<p style="text-align: center;">Assigned or Recorded Seating/Placement</p> <p>This information is necessary for contact tracing so we may let people know if they may have been exposed to COVID-19.</p>	<p style="text-align: center;"><u>Required</u> for Contact Tracing Purposes</p> <p style="text-align: center;">If assigned seating is not included in online signups, a designated usher may record along with names and contact information</p>
<p style="text-align: center;">Bring-Your-Own Seating</p>	<p style="text-align: center;">For maximum safety and sanitation, persons are to bring their own seating (chairs, blankets, etc). If cost or access to seating is an issue, the group may consider supplying a new chair/blanket to those who need.</p>

<p style="text-align: center;">Masks</p> <p>Church must have masks available for persons who do not bring their own; medical grade masks not required</p>	<p style="text-align: center;">Yes</p>
<p style="text-align: center;">Choir, Singing, Chanting</p>	<p style="text-align: center;">One to two singers</p> <p>Singers must be spaced at least twenty-five (25) feet from all other persons.</p> <p>If two singers, they must be spaced at least twenty-five (25) from all other persons including the other singer.</p> <p style="text-align: center;">Singers must wear masks.</p>
<p>Musical Instruments</p>	<p style="text-align: center;">Yes; other than wind instruments, which may <u>not</u> be used</p>

Eucharist	<p style="text-align: center;">In one kind. In accordance with Eucharist in One Kind Supplement.</p>
Offering Plate	<p style="text-align: center;">No</p>
Printed Materials	<p style="text-align: center;">No not safe at this time</p>

<p>Processions</p>	<p>No not safe at this time</p>
<p>Restrooms</p>	<p>No⁶ Cordoned off</p>

⁶ In the event of a true emergency requiring restroom use: one person at a time may enter the restroom should be encouraged to wear a mask at all times while in the restroom. Hand washing, as always, after use of the bathroom is necessary. Persons using the restroom should use a paper towel to touch any surfaces, including door handles, and then discard the paper towel immediately. The restroom should be cleaned per the Guidelines.

<p>Food and Beverages</p>	<p>No</p>
<p>COVID-19 Contact Tracing Plan</p>	<p>Remind those using the indoor space:</p> <p><u>Whom to contact</u> at the church if you develop symptoms of COVID-19 and/or test positive within five (5) days after this space use.</p> <p>When such information is reported, (i) others at the gathering may be notified of potential exposure (names will not be shared), (ii) the public health department of the county in which the parish is located will be contacted, and (iii) Canon Alicia-Schuster Weltner will be notified in accordance with Diocesan policy.</p>
<p>Cleaning</p>	<p>Per Guidelines, if applicable (may not be relevant for outdoor gathering)</p>

<p>Designated Space and Process for Assisting a Person who Exhibits Symptoms or Becomes Ill on Site</p>	<p style="text-align: center;">Required</p> <p style="text-align: center;">If a person exhibits symptoms or indicates illness while in the indoor space, escort the person (from a distance of six (6) feet) to a designated outdoor space, from which such person may wait for a ride or otherwise leave the area. Follow contact tracing protocols as appropriate.</p>
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We break this bread
to share in the body of Christ.
**We who are many are one body,
for we all share the one bread.**
-A New Zealand Prayer Book

When persons are unable to be present for extended periods, it is desirable that the priest arrange to celebrate the Eucharist with them from time to time on a regular basis. . .If it is necessary to shorten the service, the priest may begin the celebration at the Offertory, but it is desirable that a passage from the Gospel first be read.

It is desirable that fellow parishioners, relatives, and friends be present, when possible, to communicate with them.
-BCP p. 396

COVID-19 ADDENDUM: COMMUNION UNDER THESE SPECIAL CIRCUMSTANCES

To be used with the COVID-19 Safer Standards Chart Supplement: Outdoor Small Groups

ISSUED OCTOBER 7, 2020

Please refer to the Good Friday service in the Book of Common Prayer for a useful template for constructing this service.

Purpose: To provide guidance for **outdoor Communion in one kind**.

This guidance is subject to revision or rescission by the Bishop Diocesan in his sole discretion. This Addendum is promulgated pursuant to the Guidance. Information not specified in this Addendum shall be as set forth in the Guidance or any Safer Standards Chart Supplement referenced herein.

The shared meal of Communion is central to our faith and we are eager to resume the Sacrament.

We continue to honor the dignity and vulnerability of every human being by maintaining social distance and masking requirements as set forth in the Guidance and applicable **Safer Standards Chart Supplements**.

Communion may be offered **outdoors only**, generally in accordance with the **Safer Standards Chart Supplement: Outdoor Small Groups**.

❖ **Primary COVID Care Concerns:**

- Our understanding is that COVID-19 is primarily transmitted through breath and shared air;
- Therefore, our primary safety concern is to minimize persons crossing one another's paths or spending any significant amount of time in shared airspace within six feet of one another.
- The persons (up to two (2)) distributing communion are at highest risk of exposure.

❖ **Additional Distance Between Persons/Pods/Rows:** To allow persons distributing communion to maintain safe distance from all persons, maintain a full ten (10) feet between rows. **Anywhere that a person distributing communion will be passing between rows or seats, there must be a full ten (10) feet between such rows or seats so that the distributor has plenty of space on all sides.**

❖ **Additional Sacramental Tools:** Sacramental Tongs⁷ recommended but not required.

❖ **Additional PPE:** KN95 masks for any person distributing communion.

❖ **Host:** Wafers or bread, as preferred.

❖ **Preparation and Distribution Process:**

➤ **Priest consecrates the Host.**

- **Timing:** Priest consecrates the host at least three (3) days prior to serving to the recipients.
- Given the extreme circumstances, this pause between consecration and delivery of the Sacrament honors the Book of Common Prayer requirement of delivery of the Sacrament “immediately” after consecration. You may consider consecrating the host at worship one week to be distributed to the gathering the following week.
- **Protective equipment:** Priest wears a mask at all times while handling and consecrating the host and otherwise while in the space with the host. Gloves are not required, although handwashing is expected.
- **After consecration:** Set consecrated host out for further preparation for individual distribution or place host in ambry.

⁷ For example, Eucharistic pincers (<https://shop.bianchetti.it/en/church-goods/eucharistic-pincer.html>) (US\$9.50); search “tongs” at <https://www.holyart.com/>.

- **Clergy or lay leader prepares the host for sharing with the gathering.**
 - Timing: at least three (3) days prior to serving to the recipients; may occur same day as consecration.
 - Protective equipment: Preparer wears a mask and gloves while preparing the host for individual distribution and otherwise while in the space with the host.
 - Preparation of the host: If bread is used, break the bread into individual pieces. Package individual wafers or pieces of bread in wax or plastic bags of the smallest suitable size.
 - After preparation: Place the host in the ambry or other suitable location for consecrated elements until time to serve.
 - Preparation of the Sacrament in this way is holy: Consider designing liturgy or writing prayers to be used during preparation and wrapping of the body to be shared among the body.
- **Distribution to the Gathering and Consumption.**
 - At the appropriate time during worship, one or two people, wearing at least an KN95 mask⁸, may move among the rows of people gathered using **sacramental tongs** to offer the host to each individual (or pod representative, such as a parent of children). If sacramental tongs are not available, the distributor(s) **may hand the host to each recipient**, taking care not to touch the body of the recipient. Care must be taken to (i) avoid crossing paths with the other person distributing communion, if any, (ii) avoid doubling back through rows, and (iii) minimize total time with less than six feet between server and recipients.
 - The server may speak a phrase when offering the host, such as “the body of Christ” or “the body and blood of Christ”. The recipient may respond in accordance with their comfort and piety.
 - The recipients will hold the host until the appropriate time to consume.
 - Assuming the required minimum six (6) feet of distance between persons/pods is maintained, persons may briefly remove their masks in order to consume the host. Masks must be put on again immediately after consuming the host.
- **Remember**
 - Clergy, together with lay leaders, are empowered to discern how often the Sacrament is offered during Coronatide. Frequency may vary depending on virus transmission rates in your area, weather, and community desires. Prayerful flexibility is encouraged.
 - No one is required to offer communion. Discern with your community what is right for your context.

⁸ Additional PPE, such as gloves or face shield, can always be worn if desired.

- Explore the opportunities for new or reimagined liturgies, prayers and blessings during communion in this format. We won't forget this time. How can this Communion under Special Circumstances mark us spiritually?

VESTRY CERTIFICATION FORM

[View PDF Form](#)