



Saint Barnabas on the Desert

Plan for In-Person Worship During Phase II

The Saint Barnabas Vestry has read and agrees to abide by the guidance of the Diocese of Arizona regarding opening our congregation for worship, including following social distancing and wearing masks during worship.

What has worked well for us in Phase I

- Streaming of services on You Tube and posting of those services on our website
- Video Updates from our Clergy and Lay Leaders
- Expanding and enriching our existing On-line presence: Services, Sermons, Bulletins, Newsletters, Calendar and more
- Zoom ministry meetings: Special Services, Faith Formation, multiple ministries
- Calling Trees to maintain contact and provide support to our Parishioners
- On-line giving options

The Phase I practices that we intend to continue during Phase II include

- We plan to continue all of the Phase I best practices as we move to Phase II.

County: Maricopa County

The legal maximum occupancy of our worship spaces

- Sanctuary - 500
- Hutton Hall - 293
- Music Center - 199

Therefore, we will not hold any worship gatherings in these spaces of more than:

- Sanctuary - 50
- Hutton Hall - 50
- Music Center - 49

The people responsible for ensuring that we do not exceed these maximums and that people attending worship abide by our policies are:

- Ushers and Greeters
- There should be written protocol for the ushers and greeters so that they are clear on their scope and tasks. This will give them confidence that they would be doing the right thing in case of issues.
- Lay Leadership including Vestry will be assigned to each service to support the Ushers and Greeters in ensuring guidelines are met.
- Ushers in parking lot to help direct flow, parking
- Consider use alternate parking spaces to maintain social distancing
- All congregants will be required to abide by the Covenant of Care:
 - o Covenant of Care
 - No attendance when sick or with potential COVID-19 symptoms, or if known to have been in the presence of someone who has tested positive for COVID-19 within the prior 14 days
 - Wearing a facemask while on campus and during worship
 - Sitting in designated seats
 - Adhering to social distancing, abstaining from any physical contact with others
 - Notify the church office immediately if any in the household are diagnosed with COVID-19. Emphasize that we are a family and will abide by privacy policies but we “are all in this together”
 - As seats are limited, remember the needs of others; cancel your reservation if your plans change; consider attending one of the services with fewer attendees

We plan to offer the following services to accommodate the congregation as they regather

- NOTE: We plan to survey our congregation as we approach our regathering with in-person services. This will provide an insight into the

number of parishioners who are prepared to join in-person worship at that time.

- Our average Sunday attendance from June-Labor Day has been:

	<u>2019</u>	<u>2018</u>	<u>2017</u>
7:45 AM	74	75	71
10:15 AM	261	257	274

Therefore we look to accommodate some 200 worshippers each week through a combination of Sunday and Weekday Services.

- Sunday Services – we will rotate the location of worshipping bodies periodically so that no one group “gets” the Sanctuary all the time.
 - o 7:45 AM – Sanctuary
 - o 10:15 AM – Hutton Hall
 - o 10:21 AM – Music Center
- Weekday Services (location will be based on ability for cleaning in the spaces but will be one of the 3 spaces we have listed above)
 - o Tuesday 5:00 PM
 - o Wednesday 7:00 AM
 - o Thursday 5:00 PM

Our plan for communicating these plans to our congregation include

- We will communicate our plan through multiple media and mechanisms
 - o Website postings
 - Letter and video from our Rector / Vestry overviewing the plan
 - Written overview and detailed explanation of the plan
 - Video clips illustrating the best practices for attending services
 - o Weekly email update
 - Leverage weekly email to inform and disseminate the items listed immediately above
 - o On Campus signage and handouts
 - Diocesan-provided signage will be posted prominently regarding Covenant of Care at Service locations, Restrooms, Information Table

- Handouts of the Plan Overview, Details of our protocols, and diocesan Covenant of Care will be available alongside bulletins, in mailings, etc.
- Markings on the ground for directional flow to/from the worship spaces and 6' social distancing guidelines
- And we will take care when communicating the Plan to explain that the in-person worship will be new and different - not a return to the old days
 - Complying with the Diocesan guidelines, we will be wearing face masks and maintaining social distancing
 - Services will have a limited capacity
 - There will be an absence of childcare for this phase
 - Communion in one kind; and that may not be offered initially as we are getting our legs under us with all the other required protocols
 - It will be new – it will be different – we will worship together.

Our practices for keeping social distancing during worship include:

- In the days prior to the service
 - Congregants will use an on-line reservation system for each service. The reservation process includes a commitment to abide by the Covenant of Care guidelines, maybe after they make their reservations they will be automatically directed to the page of the Covenant, and our video instructions and then click on a box that says I have read and agree to abide by the protocol. Similar to when you make an online purchase you have to agree to terms and conditions
 - Cancel if circumstances change, and the ability to sign up for a wait-list if the service is full
 - Reservation system will reserve 3 seats for unanticipated walk-ins
- Day of the service
 - We have stated: use every other parking space, but we have the wild west system now - parking where there are red curbs, in driving lanes, etc. should we have cones to limit spaces being used? Granted there will not be the demand for spaces that we have now
 - Informational signage from Parking Lot, across Campus, and at buildings

- Posting of Covenant of Care guidelines, Service locations, restrooms, Information Table
- All Saint Barnabas employees, clergy, and volunteers will be screened upon arrival for service. This will include COVID-19 symptom questions and non-touch thermal temperature scan.
- Arriving on Campus
 - Parking: Signage directing congregants to designated parking areas; specific parking areas for each service/worship location when multiple services take place; signs will direct congregants to use every other parking space
 - Ushers/Greeters will be stationed in the parking lot and at the edge of campus welcoming and helping direct arrivals onto campus
- Moving to Worship Space
 - All staff (Ushers/Greeters) in contact with congregants will wear a face mask. The covering is to be worn at all times when in contact or likely to be in contact with others.
 - Staff are prohibited from eating or drinking anywhere inside the sanctuary other than designated dining areas to ensure mask are worn consistently and correctly.
 - Staff will not conduct home or any other off site visits to anyone who has tested positive or exhibits symptoms of COVID-19 unless that person has completed the prescribed self-isolation or self-quarantine period.
 - Flow through all doors will be one-way only at any given time; where physical layout permits, one door will be used for entrance to the worship space and departure will take place through another door

If congregants are waiting in line prior to service, tape or other markings will be present at the entrance demonstrating the required 6-foot distance between individuals

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- Ushers will greet and screen and count arrivals as they approach the worship spaces and review the following:
 - Confirm the congregant's reservation and agreement to adhere to the Covenant of Care
 - In-person screening including COVID-19 symptom questions. Symptom checks are conducted prior to congregant entering church. Check must include a check-in concerning cough,

- shortness of breath, or fever or any other symptoms the congregant may be experiencing.
 - We do not plan to screen congregants for elevated temperatures, only the clergy and those serving at each service will be screened for elevated temperatures.
 - Spare masks and hand sanitizing station available at entrance to all worship spaces
 - Bulletins will be available for pickup on table at entrance to each worship space
 - Walk-in visitors will be welcomed, asked to read and verbally agree to abide by the Covenant of Care, and asked to complete a contact card for potential use in contact tracing by the Arizona Department of Health Services
 - Hand sanitizer will be available at multiple locations in worship space
 - Trash cans with lids/foot pedals will be located near worship space entry/exit points
 - Usher will escort congregants to desired row to ensure social distancing 6 feet apart. The only exception to this are two people who comprise a couple who are getting married and members of a single household who may attend service together and sit together as a family unit.
 - Aisles in the sanctuary will be designated as one way to promote physical distancing.
 - Throughout the service Ushers will be responsible for ensuring adherence to the Covenant of Care; they will be supported by designated Lay Leadership
 - During Worship Service
 - Altar Guild to serve in street clothes; only one AG serves at each service and in each sacristy
 - No acolytes or LEM's
 - Priests vest in their own offices. Single Deacon vests in vesting room
 - No procession at beginning or end of the service
 - Clergy will enter and depart through side doors
 - All liturgical participants take vestments home for cleaning after service. Do we want to ask Alter Guild or MAFA to suggest cleaning protocols?

- Single Cantor to be located at least 20 feet from the nearest other person
- Move Pulpit to comply. St. Anthony's, I think, said they were going to have lay readers read from their pews seats
- ○ . If we move pulpits, and assign front row pews to readers we could comply with 20 feet.
- Deacon will proclaim the Gospel in front of the altar
- No communion for current phase; initial service to be Liturgy of the Word. Communion added when we get better at the new way.
- The Peace will be with words only; no handshakes, hugs
- On-line giving will continue to be encouraged. For those wishing to present their offerings during the service, offering plates will be placed on the way out of the worship space and overseen by the ushers. Ushers (6 feet apart) will count the gifts after service while wearing masks and gloves for their protection.
- Congregants will remain in their pews throughout the service; Ushers will guide those in need of the restroom. Do they have to raise their hand? Or what?
- Ushers will release the congregants by row and direct to the exit
- Clergy to greet exiting congregants from a safe area while maintaining social distancing. Do we want to devise some sort of barrier to protect the clergy? Tables, tape? Portable canopy? Because people are used to shaking hands, hugging, etc
- Congregation to maintain social distancing while departing – no mingling
- Leaving the Campus
 - Ushers/Greeters will gently encourage congregants to leave the worship space in a timely fashion following the service
 - The worship space and restroom will be cleaned following the service per CDC guidelines as outlined below

Our plan for restroom use and cleaning

- Restrooms will be thoroughly sanitized to CDC standards under the direct management of the Sexton and Facilities Manager. Cleaning personnel will be provided with necessary PPE. Following sanitizing, they will be closed to access until 45 minutes prior to the service

Our plan for worship space use and cleaning

- All books, cards, pens and cushions will be removed from the worship spaces of the Sanctuary, Hutton Hall, and the Music Center
- Worship spaces will be thoroughly sanitized to CDC standards under the direct management of the Sexton and Facilities Manager. Cleaning personnel will be provided with necessary PPE. Following sanitizing they will be closed to access until 1 hour prior to the service.

Our plan for Office Use and access

- All office space will be cleaned and sanitized twice a week. Hand sanitizer will be available in multiple locations including entry/exit points.
- Staff sharing offices will work out a schedule for solo occupancy where 6' social distancing cannot be achieved
- Staff must wear facemasks unless they are alone in a private office or there are no other occupants in the building
- Visitors will be limited to no more than 1 or 2 in private offices where there is adequate space for 6' social distancing. Larger groups up to 10 people can be accommodated utilizing the Parish Hall.
- Visitors are strongly urged to make appointments; drop-in visit are discouraged
- All visitors will be required to adhere to the Covenant of Care. A supply of disposable facemasks will be available in the office if needed.
- Office staff will immediately notify the church if they or any in their household are exposed or diagnosed COVID-19 and will self-quarantine for 14 days

Our plan for classes and formation

- We will continue to offer classes and faith formation as we have in Phase I through Zoom and other remote access technologies

Our plan for outreach

- Those activities that have been underway in Phase I will continue while adhering to the Diocesan guidelines. Our East Valley Men's Center ministry, Food Drives, Blood Drives, etc., will adhere to the face mask and social distancing requirements.

Our plan for pastoral care

- Guidelines set by the Diocese will be observed
- Visits will take place outdoors whenever possible

- Screening of both visitor and visited will include COVID-19 symptom questions
- Clergy will wear N95 mask, face shield, and gloves during visit
- Social distancing of 6' will be maintained at all times
- Eucharist shared with only the person being visited receiving wine

Our plan for use of church facilities by outside groups

- Any outside groups would meet in rooms other than our worship spaces:
- *12 step groups* - will be allowed to meet and monitor the limit of the rooms (we will post the max number of people allowed in any given space – 25% of occupancy - in prominent places inside and outside the building and each room) and Saint Barnabas will do the sanitizing of that building. 12-step groups must mask and observe social distancing. These groups will meet in one of the faith formation buildings specified solely for 12-step groups to maximize ability for contact tracing.
- CFDM (*Christian Formation & Discernment Ministries of AZ*) – this group is typically small (10 or less), but we will require masking and observing social distancing - they will pay for sanitizing. (They will likely choose Zoom, but we will make it available to have them meet on campus for 2-3 day intensives in one specified space if they desire).
- *New Song of Hospice of the Valley* (children's small-group grief support) will be allowed to meet in groups of 10 max per room (no large group plenary sessions in this season b/c that requires one of the worship spaces). We will require a hall monitor to manage restroom access and will eliminate the use of every other sink for social distancing. We will sanitize the building after each meeting and HOV will pay the fee for such.
- *Boy Scouts* – Can meet 1x monthly in group up to 50 (they manage their registrations) and observing all requirements that we have standardized: masks & distance, restroom monitoring. This would be held in Hutton Hall, so worship schedule would adjust the schedule of spaces to allow for appropriate sanitizing before a worship group uses it again.
- Other groups will not be allowed to meet until Phase III:
 - o *Music Together*
 - o *Luxury Home Tour*
 - o *NCPG*
 - o *Italian Class*
- Rooms used by any outside groups will be thoroughly sanitized to CDC standards under the direct management of the Sexton and Facilities Manager. Cleaning personnel will be provided with necessary PPE.

Our plan for music

- While adhering to the Diocesan guidelines of no congregational singing and a single cantor, we will look to enrich our music with approved instruments and recorded or live streaming of additional soloists

Our plan if a worshipper who attended a service, staff, or clergy tests positive for COVID-19

- Alert those congregants, clergy, and staff who attended the same service that one of their fellow worshippers has tested positive and that they should follow CDC guidelines including self-quarantining for 14 days.
- A congregant's positive test for COVID-19 will automatically initiate contact tracing by the Arizona Department of Health Services and notification of those individuals who were potentially exposed to the individual who tested positive.
- Alert the Parish that an attendee at a specific service has tested positive and the church will return to Phase I for 14 days prior to potential regathering.

Submitted by Saint Barnabas Re-Gathering Taskforce on 6/16/2020

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